

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT  
AGENDA - Regular School Board Meeting  
March 11, 2020 at 5:00 p.m. in Library - Middle School Entrance

EAST BUCHANAN MISSION STATEMENT

To challenge students to think critically, communicate effectively, develop values and contribute to society.

1. **CALL TO ORDER**
2. **MISSION STATEMENT**
3. **PUBLIC FORUM** - During this time we welcome interested persons who may wish to present comments, suggestions, or concerns in regard to any programs operated by the school district. However, an item must be included on the Agenda before the Board of Education can officially act upon it.
4. **APPROVE AGENDA**
5. **PUBLIC HEARING**
  - a. Open hearing for public comment
  - b. Close hearing for public comment
6. **APPROVE CONSENT AGENDA**
  - a. Minutes from the Regular Meeting on February 12, 2020
  - b. List of Bills
  - c. Financial Reports
  - d. Early Graduation Requests
  - e. Resignations(s) - Carla Franck (classified retirement), Mary Baragary (certified retirement), Pam Johnson as teacher
  - f. Hire(s)
  - g. Transfer(s)
  - h. Termination(s)
7. **COMMUNITY/PROGRAM PRESENTATIONS**
  - a. FBLA trip request
8. **ADMINISTRATIVE UPDATES & REPORTS**
  - a. Eric Dockstader - Secondary Update
  - b. Dan Fox - District/Elementary Update
  - c. Facilities Update
9. **ACTION ITEMS**
  - a. Approve 2020-2021 School Calendar
  - b. Handbook Recommendation
  - c. Approve FY19 Audit Report
  - d. Preliminary 2020-2021 budget review and set date for public hearing - April 8, 2020
  - e. Board Policy Review - 2nd Reading
    - i. 210.2 - Regular Meeting
    - ii. 210.3 - Special Meeting
    - iii. 210.4 - Work Sessions
    - iv. 210.7 - Rules of Order
    - v. 210.7R1 - Rules of Order Regulation
    - vi. 210.8 - Board Meeting Agenda
    - vii. 210.9 - Consent Agendas
    - viii. 212 - Closed Sessions
    - ix. 214 - Public Hearings

- x. 215.1E1 - Board Meeting Minutes
- xi. 216.1 - Association Membership
- xii. 216.3 - Board of Directors' Member Compensation and Expenses
- xiii. 217 - Gifts to Board of Directors
- f. Board Policy Review - 1st Reading
  - i. 414.1 - Classified Employee Vacations-Holidays-Personal Leave
  - ii. 414.2 - Classified Employee Personal Illness Leave
  - iii. 414.3 - Classified Employee Family & Medical Leave
  - iv. 414.3E1 - Classified Employee Family & Medical Leave Notice to Employees
  - v. 414.3E2 - Classified Employee Family & Medical Leave Request Form
  - vi. 414.3R1 - Classified Employee Family & Medical Leave Regulation
  - vii. 414.3R2 - Classified Employee Family & Medical Leave Definitions
  - viii. 414.4 - Classified Employee Bereavement Leave
  - ix. 414.5 - Classified Employee Political Leave
  - x. 414.6 - Classified Employee Jury Duty Leave
  - xi. 414.7 - Classified Employee Military Service Leave
  - xii. 414.8 - Classified Employee Unpaid Leave
  - xiii. 414.9 - Classified Employee Professional Purposes Leave

**10. BUCCANEER BRAG-ABOUT**

**11. STUDENT QUESTIONS**

**12. ADJOURN**

East Buchanan Community School District  
Board Meeting Minutes – February 12, 2020

**Call to Order:** President Greg Schmitt called the meeting to order at 5:00 pm. The board recited the East Buchanan Mission Statement. Members present: Scott Cooksley, Greg Schmitt, Andy Sperflage, and Heather Steffens, Members absent: Shawn Stone. Administration present: Dan Fox, Superintendent/Elementary Principal; Eric Dockstader, MS/HS Principal ; Teresa Knipper, Business Manager/Board Secretary. Several visitors were present.

**Public Forum:** None.

**Approve Agenda:** Motion to approve the agenda with was made by Steffens, second by Cooksley. Motion carried with all ayes.

**Approve Consent Agenda:** Motion to approve the Consent Agenda was made by Cooksley, second by Sperflage. Motion carried with all ayes. Items included on the Consent Agenda: minutes from the regular meeting on January 8, 2020, financial reports, expenditures listed, and the resignation of Jeremy Blankenship as teacher.

**Community/Program Presentations:** None

**Administrative Updates and Reports:** Dockstader said he will have a recommendation soon on how to handle more than one student as top of the class recognition that was discussed at the January meeting. There are several events going on in the high school which includes hosting regional/district games, the variety show, mock trial, and dance marathon. The second trimester ends February 26<sup>th</sup>. The student council planned mental health awareness week which included a speaker, dress up theme days, and a OCOH dance. FFA, FBLA, Student Council and NHS members are participating in Meals from the Heartland Project. Fox reported that FAST testing is done and the teachers are getting ready for conferences. He explained how the schedule changes for the 2020-2021 will be done to change from eight class periods to six class periods. This would allow more instruction time for 5<sup>th</sup> through 12<sup>th</sup> grade students. There will be a need to hire another teacher due to this change. The facilities update included progress on the greenhouse, gym lighting status, and estimates for sanding of the high school gym floor.

**Set Public Hearing for 2020-2021 school calendar** – Motion by Cooksley, second by Sperflage to set March 11, 2020 at 5:10 pm for the 2020-2021 school calendar public hearing. Motion carried with all ayes.

**Gym floor estimates** – Mike Kerkove provided estimates for sanding the high school gym floor. Motion was made by Cooksley, second by Steffens to approve the gym floor sanding to be done this year for a maximum of \$23,000. Motion carried with all ayes.

**Board Policy Review – 2<sup>nd</sup> Reading:** Motion by Cooksley, second by Steffens to approve the 2nd reading of policies 202.1, 202.2, 202.3, 203, 204, 205, 206.1, 206.2, 206.3, 206.4, 207, 208, and 208.1E1. Motion carried with all ayes.

**Board Policy Review – 1<sup>st</sup> Reading:** Motion by Cooksley, second by Sperflage to approve the 1<sup>st</sup> reading with changes to policies 210.2, 210.3, 210.4, 210.7, 210.7R1, 210.8, 210.9, 212, 214, 215.1E1, 216.1, 216.3 and 217. Motion carried with all ayes

**Buccaneer Brag About** – The board commends the effort on planning a six period class schedule and the student council's activities planned for mental health awareness week.

**Student Questions** – Three students asked questions of the board.

**Adjourn** – Motion was made by Sperflage, second by Steffens to adjourn the meeting at 6:10 pm. Motion carried with all ayes.

Next regular meeting is scheduled for March 11, 2020 at 5:00 pm.

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Board Secretary

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Board President

East Buchanan Community School  
03/06/2020 10:53 AM

Invoice Listing - Summary - by Fund

Posted - All; Batch Description General-Extra-February 2020; Processing Month 02/2020

Page: 1  
User ID: TMK

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
AFTER HOUR	AFTER HOURS	20200218	CONFERENCE MEAL	02/20/2020	02/20/2020	1	28571	60.00
POSTMASTER	POSTMASTER	20200225	NEWSLETTER POSTAGE	02/28/2020	02/28/2020	1	28572	239.67

Report Total: 299.67

Vendor ID	Vendor Name	Batch Description:	Invoice Number	Description	Processing Month:	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
AGVAFS	AgVantage FS	General/PPEL/GO-March 2020	04993	GREENHOUSE LP	03/2020	02/06/2020				455.79
ALLIUTIL	ALLIANT ENERGY		20200304	GAS/ELECTRIC		03/04/2020				17,952.65
BLACKHAWK	BLACK HAWK WAST DISP, INC.		689587	GARBAGE		03/02/2020				718.00
CAMPSUPP	CAMPBELL SUPPLY CO		00122909	IND TECH SUPPLIES		02/19/2020				43.40
CAMPMELV	Campbell, Melvin		20200304	DOT exam-driver		02/10/2020				100.00
CDWG	CDW GOVERNMENT, INC		00118685	TECH PURCHASED SERVICE		02/13/2020				93.74
CEDAFALL	CEDAR FALLS CSD		2020-2ND QTR	CONSORTIUM BILLING		01/31/2020				3,845.80
* CHASCARD	CHASE CARD SERVICES		20200311	CUSTODIAL SUPPLIES		02/08/2020				25.67
* CHASCARD	CHASE CARD SERVICES		20200311-0001	GAS		02/21/2020				47.08
* CHASCARD	CHASE CARD SERVICES		20200311-0002	VOCAL MUSIC SUPPLIES		02/04/2020				39.00
* CHASCARD	CHASE CARD SERVICES		20200311-0003	NURSE SUPPLIES		02/03/2020				75.27
* CHASCARD	CHASE CARD SERVICES		20200311-0004	INST SUPPLIES		02/12/2020				25.49
* CHASCARD	CHASE CARD SERVICES		20200311-0005	BACKGROUND CHECKS		02/14/2020				200.00
* CHASCARD	CHASE CARD SERVICES		20200311-0006	TLC SUPPLIES		02/28/2020				93.79
* CHASCARD	CHASE CARD SERVICES		20200311-0007	NURSE SUPPLIES		02/03/2020				12.60
* CHROMPARTS	Chromebook Parts.com		60331	Chromebook parts		02/20/2020				670.81
CITYLAUN	CITY LAUNDERING CO.		1531807	TRANSPORTATION PURCHASED SERVICE		02/04/2020				39.39
CITYWINT	CITY OF WINTHROP		20200304	WATER/SEWER		02/29/2020				727.35
PSATNMSQ	COLLEGE ENTRANCE EXAMINATION BOARD,		382043301A	PSAT		02/11/2020				51.00
COPYSYST	COPY SYSTEMS INC		371169	COPIER MAINTENANCE		03/04/2020				271.99
COPYSYST	COPY SYSTEMS INC		371170	COPIER MAINTENANCE		03/04/2020				416.05
DHS	DHS CASHIER 1ST FL		10125977	STATE MEDICAID MATCH		02/28/2020				828.06
EBTELEPH	EAST BUCHANAN COOP TELEPHONE		20200304	TELEPHONE		03/01/2020				1,710.64
EMERSPEC	EMERSON SPECIALTY HARDWARE		190222	KEYS		02/20/2020				10.00
HAWKSTAGE	HAWKEYE STAGES		20200304	FIELD TRIP TRANSPORTATION		03/04/2020				676.50
HEINEMANN	HEINEMANN		5582182	INSTRUCTIONAL SUPPLIES		02/26/2020				98.89
HOTLUNCH	HOT LUNCH PROGRAM		20200305	PRESCHOOL SNACKS		02/29/2020				355.99
* IASBO	IA ASSOC OF SCH BUS OFFICIALS		200006408	CONFERENCE FEES		02/07/2020				178.00
* ICN	IOWA COMMUNICATIONS NETWORK		585445	ICN SERVICES		03/11/2020				106.71
ISFIS	ISFIS		13828	BUDGET WORKSHOP		02/25/2020				250.00
JWPEPPER	J.W. PEPPER & SON, INC.		265181422	VOCAL MUSIC SUPPLIES		01/27/2020				25.99
* JAMISOFT	Jamf Software		INV136657	SOFTWARE		03/10/2020				1,755.00
JUNIACHIE	JUNIOR ACHIEVEMENT		223	PARTNERSHIP AGREEMENT		03/04/2020				1,184.56
LINNCOOP	LINN CO-OPERATIVE OIL CO		825939	GAS/DIESEL		02/17/2020				1,629.53
LINNCOOP	LINN CO-OPERATIVE OIL CO		825940	GAS/DIESEL		02/17/2020				899.79

Invoice Listing - Summary - by Fund  
Unposted; Fund Description GENERAL FUND

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
LINCOOP	LINN CO-OPERATIVE OIL CO	826008	GAS/DIESEL	02/28/2020				1,127.81
MCELROYS	MCELROY'S FOOD MARKET	20200305	FCS SUPPLIES	02/29/2020				5.97
MSCIND	MSC INDUSTRIAL SUPPLY CO.	99211491	INDUSTRIAL ARTS SUPPLIES	02/07/2020				177.10
THENEWS	NEWS, THE	25342	PUBLIC NOTICES/ADVERTISING	02/28/2020				636.62
OFFAUDI	OFFICE OF AUDITOR OF STATE	20200304	AUDIT FILING FEE	03/04/2020				625.00
* PITBOWING	PITNEY BOWES, INC.	3310718565	POSTAGE METER LEASE/SUPPLIES	02/29/2020				364.47
PREMPART	Premier Parts Inc.	447915	Bus Parts	02/18/2020				177.98
PREMPART	Premier Parts Inc.	447916	Bus Parts	02/18/2020				27.60
PRESTOX	PRESTO-X	5949964	KITCHEN-PEST SERVICE	02/27/2020				61.00
SCHOBUSS	SCHOOL BUS SALES CO	94810	VAN/BUS REPAIR	02/19/2020				134.48
SCHOBUSS	SCHOOL BUS SALES CO	94816	VAN/BUS REPAIR	02/19/2020				267.03
SCHOBUSS	SCHOOL BUS SALES CO	94902	VAN/BUS REPAIR	02/24/2020				195.16
SCHOBUSS	SCHOOL BUS SALES CO	W045542	VAN/BUS REPAIR	02/07/2020				107.00
* SWISCOHR	SWISHER & COHRT	05976-000011-101274	LEGAL SERVICES	02/29/2020				211.00
TAYLABIG	Taylor, Abigail	20200304	GAS	02/22/2020				15.04
TIMBILL	TIMBERLINE BILLING SERVICE LLC	18834	MEDICAID PURCH SERVICE	02/28/2020				78.37
* TRANEUSINC	Trane US Inc	7846875	HEAT/AC REPAIR	02/28/2020				262.60
USCELL	US CELLULAR	0360091315	Cell Phones	02/28/2020				369.71
WALMART	WALMART COMMUNITY BRC	20200305	LMC SUPPLIES	02/12/2020				33.10
WALMART	WALMART COMMUNITY BRC	20200305-0001	FCS SUPPLIES	02/29/2020				126.96
WALMART	WALMART COMMUNITY BRC	20200305-0002	BAND SUPPLIES	02/29/2020				103.84
* WEBEPAPE	WEBER PAPER COMPANY	W040450	CUSTODIAL/MAINTENANCE SUPPLIES	02/25/2020				31.00
WEBEPAPE	WEBER PAPER COMPANY	W040451	CUSTODIAL/MAINTENANCE SUPPLIES	02/20/2020				218.93
WESTDELA	WEST DELAWARE CSD	0119-20	OPERATION SHARING	01/31/2020				1,409.32
WINTBUIL	WINTHROP BUILDING SUPPLY	20200305	SUPPLIES	03/02/2020				76.06

Batch Total: 42,457.68

Page: 1  
User ID: TMK

<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>Invoice Amount</u>
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Batch Total: 619.80

Report Total: 619.80

Vendor ID: GENFUND Description: MS B-BB Official - K. Hesner - 2/17/20 Sequence: 1 Check Type: Check Chart of Account Number 21 0000 1400 920 6600 345 ATHLETICS OFFICIALS	GENERAL FUND		PO Number:	Invoice Number: 21720	Amount:
			Invoice Date: 02/17/2020	Due Date: 02/19/2020 Status: PP	1099 Amount: 0.00
			Checking Account ID: 2	Check Number: 12399	Check Date: 02/19/2020
			<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount Asset/Asset Tag</u>	<u>In Full</u>
				75.00 N	75.00
Vendor ID: GENFUND Description: MS B-BB Official - K. Hesner - 2/24/20 Sequence: 1 Check Type: Check Chart of Account Number 21 0000 1400 920 6600 345 ATHLETICS OFFICIALS	GENERAL FUND		PO Number:	Invoice Number: 22420	Amount:
			Invoice Date: 02/24/2020	Due Date: 02/26/2020 Status: PP	1099 Amount: 0.00
			Checking Account ID: 2	Check Number: 12406	Check Date: 02/26/2020
			<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount Asset/Asset Tag</u>	<u>In Full</u>
				75.00 N	75.00
Vendor ID: GENFUND Description: Byron Reeder - JV Basketball Clock Sequence: 1 Check Type: Check Chart of Account Number 21 0000 1400 920 6600 340 ATHLETICS PURCHASED SERVICES	GENERAL FUND		PO Number:	Invoice Number: JVBB1920	Amount:
			Invoice Date: 02/18/2020	Due Date: 02/19/2020 Status: PP	1099 Amount: 0.00
			Checking Account ID: 2	Check Number: 12399	Check Date: 02/19/2020
			<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount Asset/Asset Tag</u>	<u>In Full</u>
				320.00 N	320.00
Vendor ID: IGHS AU Description: G-Regional Basketball Admissions-2/18/20 Sequence: 1 Check Type: Check Chart of Account Number 21 0000 1400 920 6600 899 ATHLETICS OTHER EXPENSE	IOWA GIRLS' HIGH SCHOOL ATHLETIC UNION		PO Number:	Invoice Number: 021820	Amount:
			Invoice Date: 02/18/2020	Due Date: 02/19/2020 Status: PP	1099 Amount: 0.00
			Checking Account ID: 2	Check Number: 12400	Check Date: 02/19/2020
			<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount Asset/Asset Tag</u>	<u>In Full</u>
				1,272.00 N	1,272.00
Vendor ID: IGHS AU Description: G-Regional Basketball Admissions-2/13/20 Sequence: 1 Check Type: Check Chart of Account Number 21 0000 1400 920 6600 899 ATHLETICS OTHER EXPENSE	IOWA GIRLS' HIGH SCHOOL ATHLETIC UNION		PO Number:	Invoice Number: 21320	Amount:
			Invoice Date: 02/13/2020	Due Date: 02/19/2020 Status: PP	1099 Amount: 0.00
			Checking Account ID: 2	Check Number: 12400	Check Date: 02/19/2020
			<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount Asset/Asset Tag</u>	<u>In Full</u>
				828.00 N	828.00
Vendor ID: IHSSA Description: District Individual Speech Registration Sequence: 1 Check Type: Check Chart of Account Number 21 0000 1400 910 6120 899 SPEECH OTHER EXPENSE	IOWA HIGH SCHOOL SPEECH ASSOCIATION		PO Number:	Invoice Number: 22920	Amount:
			Invoice Date: 02/12/2020	Due Date: 02/19/2020 Status: PP	1099 Amount: 0.00
			Checking Account ID: 2	Check Number: 12401	Check Date: 02/19/2020
			<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount Asset/Asset Tag</u>	<u>In Full</u>
				80.00 N	80.00
Vendor ID: KRAMRAND Description: JV/V B-BB Official - 2/14/20 Sequence: 1 Check Type: Check Chart of Account Number 21 0000 1400 920 6600 345 ATHLETICS OFFICIALS	KRAMER, RANDY		PO Number:	Invoice Number: 21420	Amount:
			Invoice Date: 02/14/2020	Due Date: 02/19/2020 Status: PP	1099 Amount: 110.00
			Checking Account ID: 2	Check Number: 12402	Check Date: 02/19/2020
			<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount Asset/Asset Tag</u>	<u>In Full</u>
				110.00 N	110.00
Vendor ID: LECHBEN Description: JV/V B-BB Official - 2/14/20 Sequence: 1 Check Type: Check	LECHTENBERG, BEN		PO Number:	Invoice Number: 21420	Amount:
			Invoice Date: 02/14/2020	Due Date: 02/19/2020 Status: PP	1099 Amount: 100.00
			Checking Account ID: 2	Check Number: 12403	Check Date: 02/19/2020
			<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount Asset/Asset Tag</u>	<u>In Full</u>
				100.00 N	100.00



<u>Chart of Account Number</u> 21 0000 1400 920 6600 345	<u>Detail Description</u> ATHLETICS OFFICIALS	<u>Cost Center ID</u>	<u>Detail Amount</u> 100.00	<u>1099 Detail Amount</u> 100.00 N	<u>Asset/Asset Tag</u>	<u>In Full</u>
<b>Vendor ID: LECHDAN</b>						
Description: JVV B-BB Official - 2/14/20						
Sequence: 1	Check Type: Check	Checking Account ID: 2	Invoice Date: 02/14/2020	Due Date: 02/19/2020	Status: PP	1099 Amount: 100.00
<u>Chart of Account Number</u>						
21 0000 1400 920 6600 345	<u>Detail Description</u> ATHLETICS OFFICIALS	<u>Cost Center ID</u>	<u>Detail Amount</u> 100.00	<u>1099 Detail Amount</u> 100.00 N	<u>Asset/Asset Tag</u>	<u>In Full</u>
<b>Vendor ID: MESCRAND</b>						
Description: MS B-BB Official - 2/17/20						
Sequence: 1	Check Type: Check	Checking Account ID: 2	Invoice Date: 02/17/2020	Due Date: 02/19/2020	Status: PP	1099 Amount: 80.00
<u>Chart of Account Number</u>						
21 0000 1400 920 6600 345	<u>Detail Description</u> ATHLETICS OFFICIALS	<u>Cost Center ID</u>	<u>Detail Amount</u> 80.00	<u>1099 Detail Amount</u> 80.00 N	<u>Asset/Asset Tag</u>	<u>In Full</u>
<b>Vendor ID: PEEPJAMA</b>						
Description: MS B-BB Admissions - 2/24/20						
Sequence: 1	Check Type: Check	Checking Account ID: 2	Invoice Date: 02/24/2020	Due Date: 02/26/2020	Status: PP	1099 Amount: 85.00
<u>Chart of Account Number</u>						
21 0000 1400 920 6600 345	<u>Detail Description</u> ATHLETICS OFFICIALS	<u>Cost Center ID</u>	<u>Detail Amount</u> 85.00	<u>1099 Detail Amount</u> 85.00 N	<u>Asset/Asset Tag</u>	<u>In Full</u>

Report 1099 Total: 475.00

Report Total: 3,125.00

Batch Description: Activity Invoices - March 2020

Processing Month: 03/2020

Vendor ID: BSNSPORT BSN SPORTS, INC.

Description: Catcher's Bag, Wheeled Deluxe Eq Bag

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6730 618 BASEBALL SUPPLIES

Checking Account ID:

PO Number:

Invoice Date: 02/19/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00

Cost Center ID Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

104.00 N

Invoice Number: 908318901 Amount: 104.00

Vendor ID: CHASCARD CHASE CARD SERVICES

Description: Pitching Machine/Car

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6835 739 SOFTBALL EQUIPMENT

Checking Account ID:

PO Number:

Invoice Date: 02/11/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00

Cost Center ID Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

1,654.20 N

Invoice Number: 10266109495 Amount: 1,654.20

Vendor ID: CHASCARD CHASE CARD SERVICES

Description: Baseball/Smushballs

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6730 618 BASEBALL SUPPLIES

Checking Account ID:

PO Number:

Invoice Date: 02/26/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00

Cost Center ID Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

89.79 N

Invoice Number: 114-1071708-6086632 Amount: 89.79

Vendor ID: CHASCARD CHASE CARD SERVICES

Description: Perfect Practice Putting Mat

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6600 618 ATHLETICS SUPPLIES

Checking Account ID:

PO Number:

Invoice Date: 02/18/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00

Cost Center ID Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

149.99 N

Invoice Number: 114-6735424-8882659 Amount: 149.99

Vendor ID: CHASCARD CHASE CARD SERVICES

Description: Stretch Bands

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7016 618 FITNESS CLUB SUPPLIES

Checking Account ID:

PO Number:

Invoice Date: 02/26/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00

Cost Center ID Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

135.09 N

Invoice Number: 114-6989637-2165830 Amount: 135.09

Vendor ID: CHASCARD CHASE CARD SERVICES

Description: Rooms-BWP-Ankeny - State Wrestling

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6600 899 ATHLETICS OTHER EXPENSE

Checking Account ID:

PO Number:

Invoice Date: 02/22/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00

Cost Center ID Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

1,582.42 N

Invoice Number: 17452 Amount: 1,582.42

Vendor ID: CHASCARD CHASE CARD SERVICES

Description: Second City Ticket - Chicago Trip

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7010 899 FBLA OTHER EXPENSE

Checking Account ID:

PO Number:

Invoice Date: 02/14/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00

Cost Center ID Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

326.25 0.00 N

Invoice Number: 21420 Amount: 326.25

Vendor ID: CHASCARD CHASE CARD SERVICES

Description: Savvy Subitizing Cards

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7010 899 FBLA OTHER EXPENSE

Checking Account ID:

PO Number:

Invoice Date: 03/02/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00

Cost Center ID Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

360.94 0.00 N

Invoice Number: 36094 Amount: 142.00

Invoice Listing - Detail  
Activity Invoices - March 2020

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number			Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 950 7050 618	ELEM. ST. COUNCIL SUPPLIES		142.00	N	In Full
Vendor ID: CITIZENS CSB-CASH					
Description: Gate Change - Daddy/Daughter Dance			Invoice Number: 3520	1099 Amount: 0.00	Amount: 100.00
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number: 12409	Check Date: 03/05/2020	
Chart of Account Number			Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 920 6694 618	DANCE TEAM SUPPLIES		100.00	N	In Full
Vendor ID: DANNCO DANNCO, INC.					
Description: Baseball Bat			Invoice Number: 30927	1099 Amount: 0.00	Amount: 214.95
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number			Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 920 6730 739	BASEBALL EQUIPMENT		214.95	N	In Full
Vendor ID: DECKSPORT DECKER SPORTING GOODS					
Description: Baseball Bat			Invoice Number: AAD114944-AD00	1099 Amount: 0.00	Amount: 125.00
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number			Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 920 6730 739	BASEBALL EQUIPMENT		125.00	N	In Full
Vendor ID: DESIUNLI DESIGNS UNLIMITED					
Description: State Wrestling Shirts			Invoice Number: 10470	1099 Amount: 0.00	Amount: 400.00
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number			Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 920 6790 618	WRESTLING SUPPLIES		400.00	N	In Full
Vendor ID: DESIUNLI DESIGNS UNLIMITED					
Description: Dance Marathon Shirts			Invoice Number: 10521	1099 Amount: 0.00	Amount: 375.00
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number			Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 950 7011 618	HS STUDENT COUNCIL SUPPLIES		375.00	N	In Full
Vendor ID: FLOWMILL FLOWER MILL, THE					
Description: Flowers-Sr. Night-Basketball/Wrestling			Invoice Number: 4226	1099 Amount: 0.00	Amount: 44.00
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number			Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 920 6600 618	ATHLETICS SUPPLIES		44.00	N	In Full
Vendor ID: GDTHEAT GABRIEL DESIGN, Ilc					
Description: Rental - Pinocchio Nose			Invoice Number: EBHS030920	1099 Amount: 0.00	Amount: 315.00
Sequence: 1	Check Type: Check	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number			Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 910 6111 899	DRAMA OTHER EXPENSE		315.00	N	In Full

\* Vendor ID: GROUTRAV GROUP TRAVEL PLANNERS, INC.

Description: Additional Chaperone  
Sequence: 1 Check Type: Checking Account ID:  
Chart of Account Number Detail Description  
21 0000 1400 910 6221 899 MUSIC TRIP OTHER EXPENSE

PO Number: Invoice Number: 3620 Amount: 1,020.00  
Invoice Date: 03/06/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
1,020.00 N

Vendor ID: HOTLUNCH HOT LUNCH PROGRAM

Description: Milk/Juice  
Sequence: 1 Check Type: Checking Account ID:  
Chart of Account Number Detail Description  
21 0000 1400 950 7040 618 MS STUDENT COUNCIL SUPPLIES

PO Number: Invoice Number: 220 Amount: 45.60  
Invoice Date: 02/29/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
45.60 N

Vendor ID: IHSSA IOWA HIGH SCHOOL SPEECH ASSOCIATION

Description: State Speech IE Registration  
Sequence: 1 Check Type: Check Checking Account ID:  
Chart of Account Number Detail Description  
21 0000 1400 910 6120 899 SPEECH OTHER EXPENSE

PO Number: Invoice Number: A606 Amount: 11.00  
Invoice Date: 03/02/2020 Due Date: 03/04/2020 Status: PP 1099 Amount: 0.00  
Check Number: 12408 Check Date: 03/04/2020  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
11.00 N

Vendor ID: LENOBREN Lenox, Brent

Description: State WR Parking Pass/IWCOA Membership  
Sequence: 1 Check Type: Check Checking Account ID:  
Chart of Account Number Detail Description  
21 0000 1400 920 6600 810 ATHLETICS DUES AND FEES

PO Number: Invoice Number: 167 Amount: 114.00  
Invoice Date: 02/14/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
114.00 0.00 N

Vendor ID: LENOBREN Lenox, Brent

Description: Meals - State Wrestling  
Sequence: 1 Check Type: Check Checking Account ID:  
Chart of Account Number Detail Description  
21 0000 1400 920 6600 899 ATHLETICS OTHER EXPENSE

PO Number: Invoice Number: STWR22220 Amount: 52.32  
Invoice Date: 03/03/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
52.32 0.00 N

\* Vendor ID: LIZZROSE LIZZY ROSE

Description: Golf Balls  
Sequence: 1 Check Type: Check Checking Account ID:  
Chart of Account Number Detail Description  
21 0000 1400 920 6600 618 ATHLETICS SUPPLIES

PO Number: Invoice Number: 892 Amount: 498.00  
Invoice Date: 03/10/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
498.00 N

Vendor ID: MCELROYS MCELROY'S FOOD MARKET

Description: Butter & Egg Rolls-MSM  
Sequence: 1 Check Type: Check Checking Account ID:  
Chart of Account Number Detail Description  
21 0000 1400 950 7040 618 MS STUDENT COUNCIL SUPPLIES

PO Number: Invoice Number: 00509696-975 Amount: 17.94  
Invoice Date: 02/07/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
17.94 N

Vendor ID: MCELROYS MCELROY'S FOOD MARKET

Description: Feed Store Supplies  
Sequence: 1 Check Type: Check Checking Account ID:

PO Number: Invoice Number: 00510556 Amount: 27.89  
Invoice Date: 02/12/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:

Chart of Account Number  
21 0000 1400 950 7015 618  
Detail Description  
FEED STORE SUPPLIES

Cost Center ID  
27.89  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
N In Full

**Vendor ID: MCELROYS** **MCELROY'S FOOD MARKET**  
Description: Feed Store Supplies  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 950 7015 618  
Detail Description  
FEED STORE SUPPLIES

**PO Number:** **Invoice Number: 00510734** **Amount:** **13.74**  
Invoice Date: 02/13/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
13.74 N In Full

**Vendor ID: MCGRJOE** **MCGRATH, JOE**  
Description: Meals - State Wrestling  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6600 899  
Detail Description  
ATHLETICS OTHER EXPENSE

**PO Number:** **Invoice Number: 22220** **Amount:** **48.67**  
Invoice Date: 02/22/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
48.67 0.00 N In Full

\* **Vendor ID: MONTSPOR** **MONTICELLO SPORTS**  
Description: Slipp-Knott Replacements  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6600 618  
Detail Description  
ATHLETICS SUPPLIES

**PO Number:** **Invoice Number: 020720-8** **Amount:** **50.00**  
Invoice Date: 02/10/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
50.00 N In Full

\* **Vendor ID: NEICDA** **NORTHEAST IOWA CHORAL DIRECTORS ASSOCIATION**  
Description: 5th/6th Honor Choir Registration  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 950 7050 899  
Detail Description  
ELEM. ST. COUNCIL MISC. EXPENSE

**PO Number:** **Invoice Number: 32720** **Amount:** **109.00**  
Invoice Date: 03/10/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
109.00 N In Full

\* **Vendor ID: ORIENTAL** **OTC BRANDS, INC.**  
Description: Prom Supplies  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 950 7076 618  
Detail Description  
CLASS OF 2021 SUPPLIES

**PO Number:** **Invoice Number: 701810110-01** **Amount:** **158.51**  
Invoice Date: 03/04/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
158.51 N In Full

**Vendor ID: PEPSI** **PEPSI-COLA**  
Description: Gatorade/Water/Pop/Juice  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 950 7011 618  
Detail Description  
HS STUDENT COUNCIL SUPPLIES

**PO Number:** **Invoice Number: 49061354** **Amount:** **241.33**  
Invoice Date: 02/25/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
241.33 N In Full

**Vendor ID: TAYLABIG** **Taylor, Abigail**  
Description: Meals/Parking - State Wrestling  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6600 899  
Detail Description  
ATHLETICS OTHER EXPENSE

**PO Number:** **Invoice Number: 410648** **Amount:** **40.00**  
Invoice Date: 03/03/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
40.00 N In Full

Vendor ID: WALMART WALMART COMMUNITY BRC

Description: Feed Store Supplies

Sequence: 1 Check Type:

Chart of Account Number

21 0000 1400 950 7015 618 FEED STORE SUPPLIES

Checking Account ID:

Detail Description

PO Number: Invoice Number: 002200101827 Amount: 112.20

Invoice Date: 01/22/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

112.20 N In Full

Vendor ID: WALMART WALMART COMMUNITY BRC

Description: Feed Store Supplies

Sequence: 1 Check Type:

Chart of Account Number

21 0000 1400 950 7015 618 FEED STORE SUPPLIES

Checking Account ID:

Detail Description

PO Number: Invoice Number: 002400497326 Amount: 74.88

Invoice Date: 01/23/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

74.88 N In Full

Vendor ID: WALMART WALMART COMMUNITY BRC

Description: Feed Store Supplies

Sequence: 1 Check Type:

Chart of Account Number

21 0000 1400 950 7015 618 FEED STORE SUPPLIES

Checking Account ID:

Detail Description

PO Number: Invoice Number: 003800065598 Amount: 82.61

Invoice Date: 02/07/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

82.61 N In Full

Vendor ID: WHITLEE White, Lee

Description: Supplies for 9 square game

Sequence: 1 Check Type:

Chart of Account Number

21 0000 1400 950 7011 618 HS STUDENT COUNCIL SUPPLIES

Checking Account ID:

Detail Description

PO Number: Invoice Number: 1050730 Amount: 173.68

Invoice Date: 02/01/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 173.68

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

173.68 173.68 N In Full

Batch 1099 Total: 173.68

Batch Total: 8,649.06

Report 1099 Total: 173.68

Report Total: 8,649.06

Batch Description: Nutrition Invoices - March 2020

Processing Month: 03/2020

Vendor ID: EARTHGRAIN EARTHGRAINS BAKING COMPANY

Invoice Number: 0320 Amount: 805.62

Description: Bread

Sequence: 1 Check Type:

Chart of Account Number  
61 0000 3110 000 0000 631 Food Purchased

Checking Account ID:

Invoice Date: 02/29/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
805.62 N

In Full

Vendor ID: KECK KECK, INC.

Amount: 4,301.81

Description: Commodities

Sequence: 1 Check Type:

Chart of Account Number  
61 0000 3110 000 4951 639 Commodities Consumed

Checking Account ID:

Invoice Date: 02/19/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
4,301.81 N

In Full

Vendor ID: KOOHMARY KOOHY, MARY

Amount: 29.60

Description: Refund Lunch Account

Sequence: 1 Check Type:

Chart of Account Number  
61 0000 3110 000 0000 632 Other Expenses

Checking Account ID:

Invoice Date: 02/26/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 29.60  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
29.60 N

In Full

Vendor ID: MARTBROT MARTIN BROTHERS

Amount: 12,199.76

Description: Food/Supplies/Fees

Sequence: 1 Check Type:

Chart of Account Number  
61 0000 3110 000 0000 631 Food Purchased  
61 0000 3110 000 0000 618 General Supplies  
61 0000 3110 000 0000 632 Other Expenses

Checking Account ID:

Invoice Date: 02/29/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
11,522.35 N  
424.41 N  
253.00 N

In Full

Vendor ID: NPCINTE NPC INTERNATIONAL

Amount: 630.00

Description: Pizza Hut Pizza

Sequence: 1 Check Type:

Chart of Account Number  
61 0000 3110 000 0000 631 Food Purchased

Checking Account ID:

Invoice Date: 02/26/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
630.00 N

In Full

Vendor ID: PRAIFARM PRAIRIE FARMS DAIRY, INC.

Amount: 2,569.60

Description: Milk/Juice

Sequence: 1 Check Type:

Chart of Account Number  
61 0000 3110 000 0000 631 Food Purchased

Checking Account ID:

Invoice Date: 02/29/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
2,569.60 N

In Full

Vendor ID: SPEEDSHOP SPEEDE SHOP, INC.

Amount: 8.00

Description: Pizza

Sequence: 1 Check Type:

Chart of Account Number  
61 0000 3110 000 0000 631 Food Purchased

Checking Account ID:

Invoice Date: 02/26/2020 Due Date: 03/11/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
8.00 N

In Full

Invoice Listing - Detail  
Nutrition Invoices - March 2020

Batch 1099 Total: 29.60

Batch Total: 20,544.39

Report 1099 Total: 29.60

Report Total: 20,544.39



## Activity Fund Balance Report - Summary - Include Encumbrances

02/2020 - 02/2020

Chart of Account Number      Chart of Account Description

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
21 0000 729 000	Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 6111 729 910	DRAMA	12,554.06	3,105.00	0.00	0.00	0.00	0.00	9,449.06
21 6120 729 910	SPEECH	731.42	223.00	0.00	0.00	0.00	0.00	508.42
21 6210 729 910	MUSIC CLUB	680.93	241.57	0.00	0.00	0.00	0.00	439.36
21 6220 729 910	PEP BAND	815.80	90.58	0.00	0.00	0.00	0.00	725.22
21 6221 729 910	MUSIC TRIP	7,193.05	18,961.00	945.30	0.00	0.00	0.00	(10,822.65)
21 6222 729 910	COLOR GUARD	775.15	0.00	0.00	0.00	0.00	0.00	775.15
21 6600 729 920	ATHLETICS	9,829.44	11,084.44	10,313.00	0.00	0.00	0.00	9,058.00
21 6693 729 920	CHEERLEADING	672.46	0.00	58.00	0.00	0.00	0.00	730.46
21 6694 729 920	DANCE TEAM	1,418.82	149.01	35.50	0.00	0.00	0.00	1,305.31
21 6710 729 920	BOYS' BASKETBALL	2,875.47	2,513.75	1,017.00	0.00	0.00	0.00	1,378.72
21 6720 729 920	FOOTBALL	6,254.41	0.00	0.00	0.00	0.00	0.00	6,254.41
21 6730 729 920	BASEBALL	1,512.00	0.00	0.00	0.00	0.00	0.00	1,512.00
21 6740 729 920	BOYS' TRACK	828.44	0.00	0.00	0.00	0.00	0.00	828.44
21 6760 729 920	BOYS' GOLF	1,092.67	0.00	0.00	0.00	0.00	0.00	1,092.67
21 6790 729 920	WRESTLING	571.32	0.00	400.00	0.00	0.00	0.00	971.32
21 6810 729 920	GIRLS BASKETBALL	532.05	0.00	0.00	0.00	0.00	0.00	532.05
21 6815 729 920	VOLLEYBALL	2,563.93	1,335.00	1,265.00	0.00	0.00	0.00	2,493.93
21 6835 729 920	SOFTBALL	1,436.22	0.00	0.00	0.00	0.00	0.00	1,436.22
21 6840 729 920	GIRLS TRACK	393.27	0.00	0.00	0.00	0.00	0.00	393.27
21 6860 729 920	GIRLS' GOLF	216.93	0.00	0.00	0.00	0.00	0.00	216.93
21 7010 729 950	FBLA	7,004.94	0.00	4,306.99	0.00	0.00	0.00	11,311.93
21 7011 729 950	HS STUDENT COUNCIL	2,712.19	529.09	1,938.78	0.00	0.00	0.00	4,121.88
21 7012 729 950	SPANISH CLUB	(218.77)	0.00	1,545.07	0.00	0.00	0.00	1,326.30
21 7013 729 950	NHS	211.00	70.00	14.05	0.00	0.00	0.00	155.05
21 7015 729 950	FEED STORE	632.65	201.98	269.87	0.00	0.00	0.00	700.54
21 7016 729 950	FITNESS CLUB	37.55	0.00	0.00	0.00	0.00	0.00	37.55
21 7017 729 950	SHOP CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 7018 729 950	LIBRARY CLUB	481.85	0.00	0.00	0.00	0.00	0.00	481.85
21 7020 729 950	NEWSPAPER	1,586.84	0.00	0.00	0.00	0.00	0.00	1,586.84
21 7021 729 950	ROBOTICS CLUB	469.45	0.00	0.00	0.00	0.00	0.00	469.45
21 7025 729 950	TECHNOLOGY	906.97	0.00	0.00	0.00	0.00	0.00	906.97
21 7026 729 950	FFA	19,665.93	1,501.00	1,157.00	0.00	0.00	0.00	19,321.93
21 7027 729 950	ART CLUB	1,060.81	0.00	0.00	0.00	0.00	0.00	1,060.81
21 7040 729 950	MS STUDENT COUNCIL	389.74	318.76	404.00	0.00	0.00	0.00	474.98
21 7041 729 950	SOUND SYSTEM	1,026.50	0.00	0.00	0.00	0.00	0.00	1,026.50
21 7042 729 950	TRAPSHOOTING	2,663.94	0.00	0.00	0.00	0.00	0.00	2,663.94
21 7043 729 950	LIL BUC B-BASKETBALL	763.91	0.00	0.00	0.00	0.00	0.00	763.91
21 7048 729 950	BUC ANGEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 7049 729 950	PBIS	3,912.14	0.00	0.00	0.00	0.00	0.00	3,912.14

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
21 7050 729 950	ELEM. ST. COUNCIL	3,796.20	0.00	0.00	0.00	0.00	0.00	3,796.20
21 7051 729 950	CAMP WAPSIE	7,293.05	0.00	0.00	0.00	0.00	0.00	7,293.05
21 7052 729 950	EB HOOPSTERS CLUB	2,480.66	(100.00)	0.00	0.00	0.00	0.00	2,580.66
21 7053 729 950	BREAKFAST CLUB	1,249.86	0.00	0.00	0.00	0.00	0.00	1,249.86
21 7075 729 950	CLASS OF 2020	3,036.72	0.00	70.00	0.00	0.00	0.00	3,106.72
21 7076 729 950	CLASS OF 2021	1,896.43	0.00	304.50	0.00	0.00	0.00	2,200.93
21 7077 729 950	CLASS OF 2022	821.08	0.00	0.00	0.00	0.00	0.00	821.08
21 7078 729 950	CLASS OF 2023	765.00	0.00	0.00	0.00	0.00	0.00	765.00
21 7079 729 950	CLASS OF 2024	630.00	0.00	0.00	0.00	0.00	0.00	630.00
21 7080 729 950	CLASS OF 2025	410.00	0.00	0.00	0.00	0.00	0.00	410.00
21 7081 729 950	CLASS OF 2026	270.00	0.00	0.00	0.00	0.00	0.00	270.00
21 8000 729 910	ANNUAL	6,595.67	0.00	0.00	0.00	0.00	0.00	6,595.67
21 8001 729 910	BUCCANEER CLUB	3,041.63	0.00	0.00	0.00	0.00	0.00	3,041.63
21 8002 729 910	THE BUCCANEER NETWORK	1,533.81	0.00	200.00	0.00	0.00	0.00	1,733.81
21 8004 729 910	INTEREST	889.28	0.00	116.86	0.00	0.00	0.00	1,006.14
Fund Total: 21		130,964.87	40,224.18	24,360.92	0.00	0.00	0.00	115,101.61

# EAST BUCHANAN SCHOOL

## MILEAGE REPORT

### 2019-2020

MONTH	BUS ROUTE MILES	BUS ADMIN. MILES	BUS SPECIAL ED. MILES	BUS ACTIVITY MILES	BUS CUSTODIAL MILES	BUS TRANSP. MILES	BUS DRIVERS ED MILES	BUS OTHER MILES	BUS MISC. MILES	BUS TOTAL MILES
JULY	0	0	0	617	0	0	0	0	0	617
AUGUST	2,368	0	0	335	0	14	0	0	0	2,717
SEPTEMBER	7,687	0	0	1,430	0	0	0	0	0	9,117
OCTOBER	8,519	0	0	1,239	0	0	0	0	0	9,758
NOVEMBER	6,591	0	0	712	0	37	0	0	0	7,340
DECEMBER	5,706	0	0	972	0	0	0	0	95	6,773
JANUARY	6,309	0	0	1,109	0	0	0	0	60	7,478
FEBRUARY	7,042	0	0	957	0	0	0	0	0	7,999
MARCH										
APRIL										
MAY										
JUNE										
TOTAL	44,222	-	-	7,371	-	51	-	-	155	51,799

**EAST BUCHANAN SCHOOL  
MILEAGE REPORT  
2019-2020**

MONTH	VAN/CAR ROUTE MILES	VAN/CAR ADMIN. MILES	VAN/CAR SPECIAL ED. MILES	VAN/CAR ACTIVITY MILES	VAN/CAR CUSTODIAL MILES	VAN/CAR TRANSP. MILES	VAN/CAR DRIVERS ED MILES	VAN/CAR OTHER MILES	VAN/CAR MISC. MILES	VAN/CAR TOTAL MILES
JULY	0	838	867	838	184	25	1,936	546	92	5,326
AUGUST	0	385	601	1,296	201	0	0	64	0	2,547
SEPTEMBER	0	520	3,603	1,536	316	128	0	0	0	6,103
OCTOBER	0	712	3,851	4,002	248	2,549	0	0	4	11,366
NOVEMBER	0	916	2,239	2,625	209	1,489	0	0	0	7,478
DECEMBER	0	455	2,337	2,307	194	1,664	0	0	68	7,025
JANUARY	0	254	2,733	1,454	248	38	0	0	104	4,831
FEBRUARY	0	472	2,844	1,424	97	21	0	0	0	4,858
MARCH										
APRIL										
MAY										
JUNE										
TOTAL	-	4,552	19,075	15,482	1,697	5,914	1,936	610	268	49,534
BUS/VAN TOTAL	44,222	4,552	19,075	22,853	1,697	5,965	1,936	610	423	101,333

# EAST BUCHANAN COMMUNITY SCHOOL

## GASOLINE/DIESEL EXPENSE REPORT

2019-2020

MONTH	GALS. GAS PURCH.	COST PER GAL.	COST GAS PURCH.	GALS. DIESEL PURCH.	COST PER GAL.	COST DIESEL PURCH.	TOTAL COST GAS/DIESEL PURCHASED	GALS. GAS CONS.	COST GAS CONS.	GALS. DIESEL CONS.	COST DIESEL CONS.	TOTAL COST GAS/DIESEL CONSUMED
JULY	945.000	\$ 2.287	\$ 2,161.31	481.000	\$ 2.188	\$ 1,052.23	\$ 3,213.54	274.000	\$ 512.31	72.000	\$ 157.51	\$ 669.82
AUG.	-	\$ 2.287	\$ -	-	\$ 2.188	\$ -	\$ -	240.000	\$ 548.88	395.000	\$ 864.26	\$ 1,413.14
SEPT.	738.000	\$ 2.203	\$ 1,625.71	1,132.000	\$ 2.214	\$ 2,505.71	\$ 4,131.42	505.000	\$ 1,112.52	1,175.000	\$ 2,601.45	\$ 3,713.97
OCT.	800.000	\$ 2.173	\$ 1,738.50	1,502.000	\$ 2.207	\$ 3,315.54	\$ 5,054.04	843.000	\$ 1,831.84	1,397.000	\$ 3,083.18	\$ 4,915.02
NOV.	655.000	\$ 2.172	\$ 1,422.40	1,110.000	\$ 2.448	\$ 2,717.49	\$ 4,139.89	659.000	\$ 1,431.35	1,123.000	\$ 2,749.10	\$ 4,180.45
DEC.	434.000	\$ 2.083	\$ 903.84	759.000	\$ 2.331	\$ 1,769.00	\$ 2,672.84	350.000	\$ 728.91	1,050.000	\$ 2,447.24	\$ 3,176.15
JAN.	523.000	\$ 2.102	\$ 1,099.25	1,262.000	\$ 2.196	\$ 2,771.20	\$ 3,870.45	462.000	\$ 971.12	1,052.000	\$ 2,310.19	\$ 3,281.31
FEB.	607.000	\$ 2.054	\$ 899.79	1,400.000	\$ 1.970	\$ 2,757.34	\$ 3,657.13	477.000	\$ 979.90	1,162.000	\$ 2,288.56	\$ 3,268.46
MARCH												
APR.												
MAY												
JUNE												
TOTALS	4,702.000		\$9,850.80	7,646.000		\$16,888.51	\$26,739.31	3,810.000	\$8,116.83	7,426.000	\$16,501.49	\$24,618.32

**RECEIPTS**

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$1,250.75	\$7,078.90	\$8,329.65
Student Lunch	\$11,259.20	\$61,765.76	\$73,024.96
Adult Breakfast	\$65.00	\$332.50	\$397.50
Adult Lunch	\$618.75	\$2,831.25	\$3,450.00
Alacarte	\$4,593.25	\$25,797.70	\$30,390.95
Snacks	\$1,444.89	\$11,166.93	\$12,611.82
Federal Breakfast	\$2,351.03	\$16,348.09	\$18,699.12
Federal Lunch	\$11,604.99	\$69,579.72	\$81,184.71
State Breakfast	\$0.00	\$551.96	\$551.96
State Lunch	\$0.00	\$1,738.87	\$1,738.87
Other Revenues	\$0.00	\$100.91	\$100.91
Other Purchased Services	-\$305.10	-\$1,375.37	-\$1,680.47
Rebate	\$0.00	\$728.55	\$728.55
Interest	\$42.98	\$358.42	\$401.40
<b>TOTAL INCOME</b>	<b>\$32,925.74</b>	<b>\$197,004.19</b>	<b>\$229,929.93</b>

**EXPENDITURES**

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$15,405.00	\$83,027.63	\$98,432.63
Commodities	\$5,547.00	\$8,730.53	\$14,277.53
Supplies	\$723.04	\$8,195.84	\$8,918.88
Shared Contract	\$0.00	\$12,969.30	\$12,969.30
Purchased Services	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Other Expenses	\$260.50	\$1,363.00	\$1,623.50
Cooks Salaries	\$8,675.86	\$53,274.37	\$61,950.23
Benefits	\$3,390.60	\$21,826.89	\$25,217.49
<b>TOTAL EXPENDITURES</b>	<b>\$34,002.00</b>	<b>\$189,387.56</b>	<b>\$223,389.56</b>

**BALANCE**

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$41,083.78	\$41,083.78
Income	\$32,925.74	\$197,004.19	\$229,929.93
Expenditures	\$34,002.00	\$189,387.56	\$223,389.56
<b>FUND BALANCE</b>	<b>-\$1,076.26</b>	<b>\$48,700.41</b>	<b>\$47,624.15</b>

**MEALS SERVED**

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	955	5,346	6,301
Reduced Student Breakfasts	190	1,288	1,478
Free Student Breakfasts	1,089	6,258	7,347
Second Breakfasts	78	405	483
Adult Breakfasts	52	268	320
Student Guest Breakfasts	0	1	1
Complimentary Breakfasts	0	0	0
<b>TOTAL BREAKFASTS SERVED</b>	<b>2,364</b>	<b>13,566</b>	<b>15,930</b>

Paid Student Lunches	4,725	26,255	30,980
Reduced Student Lunches	581	3,419	4,000
Free Student Lunches	2,450	13,507	15,957
Second Lunches	1	8	9
Adult Lunches	183	854	1,037
Student Guest Lunches	2	2	4
Complimentary Lunches	0	14	14
<b>TOTAL LUNCHES SERVED</b>	<b>7,942</b>	<b>44,059</b>	<b>52,001</b>

**PAID**  
391

**FREE**  
170

**REDUCED**  
41

**TOTAL**  
602

2019-2020

East Buchanan

Hot Lunch  
Report**DAYS MEALS SERVED**

July	0
August	6
September	20
October	22
November	17
December	15
January	17
February	18
March	0
April	0
May	0
June	0
<b>TOTALS</b>	<b>115</b>

February 29, 2020

East Buchanan Community School District  
Cash Summary Report

	<u>July 2019</u>	<u>Aug 2019</u>	<u>Sept 2019</u>	<u>Oct 2019</u>	<u>Nov 2019</u>	<u>Dec 2019</u>	<u>Jan 2020</u>	<u>Feb 2020</u>
<b>10-GENERAL FUND</b>								
Beginning Balance	2,960,854.33	2,539,481.83	1,990,415.90	2,098,409.93	2,609,615.88	2,695,732.88	2,736,184.72	2,737,207.80
Revenue	103,813.30	226,313.05	679,252.46	1,092,395.15	612,591.94	1,034,690.92	575,462.62	471,770.85
Expenditures	525,185.80	775,378.98	571,258.43	581,189.20	526,474.94	994,239.08	574,439.54	686,363.17
Ending Balance	2,539,481.83	1,990,415.90	2,098,409.93	2,609,615.88	2,695,732.88	2,736,184.72	2,737,207.80	2,522,615.48
<b>21-ACTIVITY FUND</b>								
Beginning Balance	127,281.21	129,317.12	128,780.08	128,996.62	141,448.03	139,694.26	135,221.69	130,964.87
Revenue	2,775.91	22,517.15	19,418.84	27,083.42	40,054.14	21,033.26	26,452.56	24,460.92
Expenditures	740.00	23,054.19	19,202.30	14,632.01	41,807.91	25,505.83	30,709.38	40,324.18
Ending Balance	129,317.12	128,780.08	128,996.62	141,448.03	139,694.26	135,221.69	130,964.87	115,101.61
<b>22-MANAGEMENT FUND</b>								
Beginning Balance	389,427.50	292,853.48	289,802.68	344,158.78	380,824.32	392,984.31	394,293.56	393,974.39
Revenue	707.14	0.00	54,356.10	39,072.54	13,981.99	4,309.25	2,500.83	741.69
Expenditures	97,281.16	3,050.80	0.00	2,407.00	1,822.00	3,000.00	2,820.00	1,500.00
Ending Balance	292,853.48	289,802.68	344,158.78	380,824.32	392,984.31	394,293.56	393,974.39	393,216.08
<b>31-GO BONDS</b>								
Beginning Balance	208,028.97	208,165.81	206,502.82	103,336.33	38,369.20	13,388.80	13,399.41	11,559.13
Revenue	136.84	137.01	400,085.60	32.87	20,019.60	10.61	1,856.56	11,525.15
Expenditures	0.00	1,800.00	503,252.09	65,000.00	45,000.00	0.00	3,696.84	12,441.90
Ending Balance	208,165.81	206,502.82	103,336.33	38,369.20	13,388.80	13,399.41	11,559.13	10,642.38
less: Good Faith Deposit	65,000.00	65,000.00	65,000.00	0.00	0.00	0.00	0.00	0.00
Actual cash balance	143,165.81	141,502.82	38,336.33	38,369.20	13,388.80	13,399.41	11,559.13	10,642.38
<b>33-SAVE</b>								
Beginning Balance	2,607,432.26	2,453,557.67	2,503,805.44	2,551,599.00	2,602,100.22	2,621,900.23	2,703,137.29	2,755,309.27
Revenue	48,465.41	50,247.77	50,193.56	50,501.22	19,800.01	121,137.06	52,171.98	44,439.20
Expenditures	202,340.00	0.00	2,400.00	0.00	0.00	39,900.00	0.00	0.00
Ending Balance	2,453,557.67	2,503,805.44	2,551,599.00	2,602,100.22	2,621,900.23	2,703,137.29	2,755,309.27	2,799,748.47
<b>36-PPEL</b>								
Beginning Balance	431,210.20	400,331.97	303,867.44	297,712.89	392,653.34	432,846.21	438,337.99	446,682.30
Revenue	1,826.96	5,848.57	35,602.69	115,297.03	40,418.87	10,247.80	8,344.31	3,136.38
Expenditures	32,705.19	102,313.10	41,757.24	20,356.58	226.00	4,756.02	0.00	5,095.00
Ending Balance	400,331.97	303,867.44	297,712.89	392,653.34	432,846.21	438,337.99	446,682.30	444,723.68
<b>40-DEBT SERVICE</b>								
Beginning Balance	9,256.64	10,164.47	10,164.47	54,171.87	104,937.77	152,697.30	162,805.35	172,070.59
Revenue	907.83	0.00	44,007.40	144,759.65	47,759.53	30,358.05	9,265.24	2,747.88
Expenditures	0.00	0.00	0.00	93,993.75	0.00	20,250.00	0.00	500.00
Ending Balance	10,164.47	10,164.47	54,171.87	104,937.77	152,697.30	162,805.35	172,070.59	174,318.47
<b>61-NUTRITION FUND</b>								
Beginning Balance	41,083.78	49,742.29	54,268.80	60,472.28	58,482.66	57,104.30	41,963.80	48,700.41
Revenue	19,145.13	14,798.83	22,382.71	40,835.86	54,189.80	41,459.53	32,732.31	12,066.46
Expenditures	10,486.62	10,272.32	16,179.23	42,825.48	55,568.16	56,600.03	25,995.70	46,068.46
Ending Balance	49,742.29	54,268.80	60,472.28	58,482.66	57,104.30	41,963.80	48,700.41	14,698.41
less: Received on Acct	7,791.44	13,586.69	10,310.84	8,031.54	9,268.54	7,086.84	9,154.94	9,271.49
	41,950.85	40,682.11	50,161.44	50,451.12	47,835.76	34,876.96	39,545.47	5,426.92
<b>EMPLOYER'S PAYROLL EXPENSE:</b>								
Gross Wages-hourly	25,523.96	15,629.24	30,316.62	69,934.27	74,528.45	61,875.45	54,317.72	59,039.19
Gross Wages-contract	308,727.19	309,890.35	306,231.03	306,417.11	310,232.76	306,595.67	306,568.26	306,524.95
	334,251.15	325,519.59	336,547.65	376,351.38	384,761.21	368,471.12	360,885.98	365,564.14
Employer paid deductions	45,828.98	43,328.43	44,187.33	44,752.81	44,123.15	44,123.15	44,123.15	43,866.65
Employer paid IPERS	29,528.73	29,057.31	30,605.05	34,022.42	34,429.48	33,165.10	32,841.94	33,599.38
Employer paid FICA	23,948.34	23,356.79	24,588.22	27,717.12	28,354.69	26,703.66	26,557.81	27,155.62
	99,306.05	95,742.53	99,380.60	106,492.35	106,907.32	103,991.91	103,522.90	104,621.65
<b>TOTAL</b>	<b>433,557.20</b>	<b>421,262.12</b>	<b>435,928.25</b>	<b>482,843.73</b>	<b>491,668.53</b>	<b>472,463.03</b>	<b>464,408.88</b>	<b>470,185.79</b>

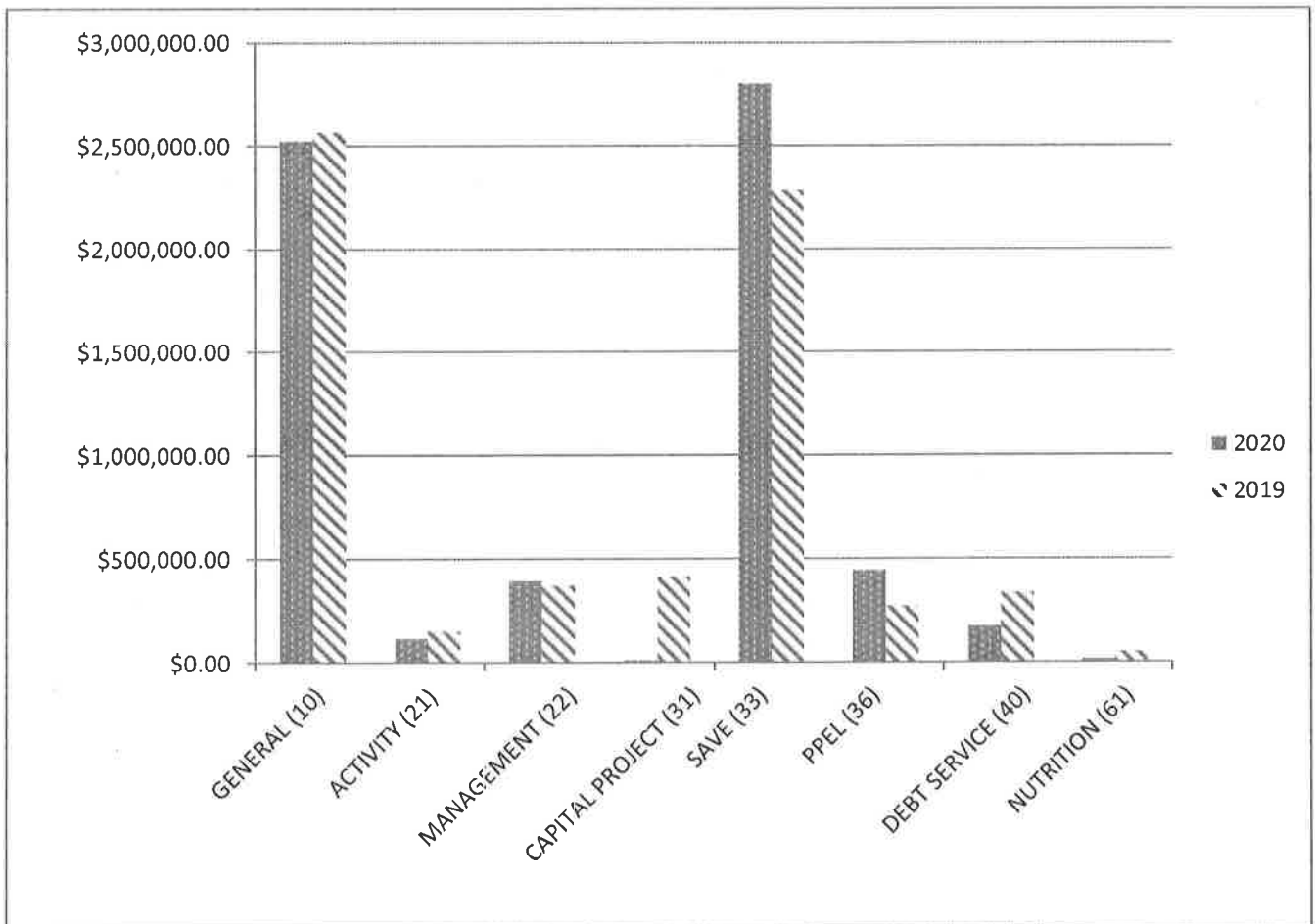
Fund 31 Good Faith Deposit - a journal entry was made to reduce the liability so that the actual cash balance is correct

# CASH SUMMARY REPORT

## EAST BUCHANAN COMMUNITY SCHOOL

### February 2020

Fund Description	Beginning	Revenues	Expenditures	FY20 Ending	FY19 End Balance	Difference
GENERAL (10)	\$2,737,207.80	\$471,770.85	\$686,363.17	\$2,522,615.48	\$2,565,526.24	(\$42,910.76)
ACTIVITY (21)	\$130,964.87	\$24,460.92	\$40,324.18	\$115,101.61	\$149,519.42	(\$34,417.81)
MANAGEMENT (22)	\$393,974.39	\$741.69	\$1,500.00	\$393,216.08	\$371,216.25	\$21,999.83
CAPITAL PROJECT (31)	\$11,559.13	\$11,525.15	\$12,441.90	\$10,642.38	\$412,466.42	(\$401,824.04)
SAVE (33)	\$2,755,309.27	\$44,439.20	\$0.00	\$2,799,748.47	\$2,286,618.92	\$513,129.55
PPEL (36)	\$446,682.30	\$3,136.38	\$5,095.00	\$444,723.68	\$270,626.29	\$174,097.39
DEBT SERVICE (40)	\$172,070.59	\$2,747.88	\$500.00	\$174,318.47	\$335,300.78	(\$160,982.31)
NUTRITION (61)	\$48,700.41	\$12,066.46	\$46,068.46	\$14,698.41	\$50,384.94	(\$35,686.53)
TOTAL				\$6,475,064.58	\$6,441,659.26	\$33,405.32





**PPEL/VPPEL Report**

<u>DATE</u> <b>FY 19-20</b>	<u>VENDOR NAME</u>	<b>PPEL</b>			<b>VPPEL</b>			<b>TOTAL</b>
		<u>EXPENSE</u>	<u>RECEIPT</u>	<u>BALANCE</u>	<u>EXPENSE</u>	<u>RECEIPT</u>	<u>BALANCE</u>	
	Balance forward			\$ 55,293.91			\$ 375,916.29	\$ 431,210.20
7/15/19	VPPEL - Property Tax			\$ 55,293.91	\$ 723.08		\$ 376,639.37	\$ 431,933.28
7/15/19	PPEL - Property Tax		\$ 178.07	\$ 55,471.98			\$ 376,639.37	\$ 432,111.35
7/31/19	VPPEL - Interest			\$ 55,471.98	\$ 925.81		\$ 377,565.18	\$ 433,037.16
7/10/19	PPEL - Greenhouse - Anderson Electric	\$ 9,241.35		\$ 46,230.63			\$ 377,565.18	\$ 423,795.81
7/10/19	PPEL - Sp Ed Lease - Consortium	\$ 485.33		\$ 45,745.30			\$ 377,565.18	\$ 423,310.48
7/10/19	PPEL - Fortinet - CDW Govt	\$ 22,978.51		\$ 22,766.79			\$ 377,565.18	\$ 400,331.97
8/22/19	VPPEL - Bus			\$ 22,766.79	\$ 86,698.00		\$ 290,867.18	\$ 313,633.97
8/23/19	VPPEL - Athletic Booster Club - batting cage			\$ 22,766.79	\$ 4,947.50		\$ 295,814.68	\$ 318,581.47
8/15/19	PPEL - Don's Truck Sales - bus repair	\$ 5,720.10		\$ 17,046.69			\$ 295,814.68	\$ 312,861.37
8/23/19	VPPEL - NGE Inc - batting cage			\$ 17,046.69	\$ 9,895.00		\$ 285,919.68	\$ 302,966.37
8/31/19	VPPEL - Interest			\$ 17,046.69	\$ 901.07		\$ 286,820.75	\$ 303,867.44
9/15/19	VPPEL - Property Tax			\$ 17,046.69	\$ 27,891.37		\$ 314,712.12	\$ 331,758.81
9/15/19	PPEL - Property Tax		\$ 6,868.76	\$ 23,915.45			\$ 314,712.12	\$ 338,627.57
9/12/19	PPEL - Anderson Electric - kitchen panel	\$ 1,727.88		\$ 22,187.57			\$ 314,712.12	\$ 336,899.69
9/12/19	PPEL - Anderson Electric - greenhouse	\$ 5,538.83		\$ 16,648.74			\$ 314,712.12	\$ 331,360.86
9/12/19	PPEL - Life Time Fence Co	\$ 6,870.00		\$ 9,778.74			\$ 314,712.12	\$ 324,490.86
9/12/19	PPEL - Plumbtech - water line - greenhouse	\$ 2,038.84		\$ 7,739.90			\$ 314,712.12	\$ 322,452.02
9/12/19	PPEL - TekSupply - greenhouse	\$ 5,028.00		\$ 2,711.90			\$ 314,712.12	\$ 317,424.02
9/12/19	PPEL - Winthrop Bldg Supply - Sports Complex	\$ 1,196.46		\$ 1,515.44			\$ 314,712.12	\$ 316,227.56
9/12/19	VPPEL - Wilson Restaurant - serving line			\$ 1,515.44	\$ 19,357.23		\$ 295,354.89	\$ 296,870.33
9/30/19	VPPEL - Interest			\$ 1,515.44	\$ 842.56		\$ 296,197.45	\$ 297,712.89
10/15/19	VPPEL - Property Tax			\$ 1,515.44	\$ 91,747.00		\$ 387,944.45	\$ 389,459.89
10/15/19	PPEL - Property Tax		\$ 22,594.37	\$ 24,109.81			\$ 387,944.45	\$ 412,054.26
10/10/19	PPEL - LBGallery - house site dirt work	\$ 4,750.00		\$ 19,359.81			\$ 387,944.45	\$ 407,304.26
10/10/19	PPEL - Cole Hubbard Const - Sports Complex	\$ 15,606.58		\$ 3,753.23			\$ 387,944.45	\$ 391,697.68
10/31/19	VPPEL - Interest			\$ 3,753.23	\$ 955.66		\$ 388,900.11	\$ 392,653.34
11/15/19	VPPEL - Property Tax			\$ 3,753.23	\$ 30,269.48		\$ 419,169.59	\$ 422,922.82
11/15/19	PPEL - Property Tax		\$ 7,454.45	\$ 11,207.68			\$ 419,169.59	\$ 430,377.27
11/1/19	PPEL - Anderson Electric - Greenhouse (credit)		\$ 1,501.88	\$ 12,709.56			\$ 419,169.59	\$ 431,879.15
11/30/19	VPPEL - Interest			\$ 12,709.56	\$ 967.06		\$ 420,136.65	\$ 432,846.21
12/15/19	VPPEL - Property Tax			\$ 12,709.56	\$ 6,596.49		\$ 426,733.14	\$ 439,442.70
12/15/19	PPEL - Property Tax		\$ 1,624.48	\$ 14,334.04			\$ 426,733.14	\$ 441,067.18
12/12/19	PPEL - Greenhouse - AgVantage FS - LP install	\$ 459.54		\$ 13,874.50			\$ 426,733.14	\$ 440,607.64
12/12/19	PPEL - Greenhouse - PlumbTech - heater install	\$ 2,481.55		\$ 11,392.95			\$ 426,733.14	\$ 438,126.09
12/12/19	PPEL - Greenhouse - CDW Govt - Wifi Adapter	\$ 48.50		\$ 11,344.45			\$ 426,733.14	\$ 438,077.59
12/12/19	PPEL - Special Ed Lease - Consortium	\$ 1,766.43		\$ 9,578.02			\$ 426,733.14	\$ 436,311.16
12/31/19	VPPEL - Interest			\$ 9,578.02	\$ 1,026.83		\$ 427,759.97	\$ 437,337.99
12/30/19	PPEL - Donations - Greenhouse		\$ 1,000.00	\$ 10,578.02			\$ 427,759.97	\$ 438,337.99
1/15/20	VPPEL - Property Tax			\$ 10,578.02	\$ 5,872.21		\$ 433,632.18	\$ 444,210.20
1/15/20	PPEL - Property Tax		\$ 1,446.14	\$ 12,024.16			\$ 433,632.18	\$ 445,656.34
1/31/20	VPPEL - Interest			\$ 12,024.16	\$ 1,025.96		\$ 434,658.14	\$ 446,682.30
2/11/20	PPEL - Equipment	\$ 5,095.00		\$ 6,929.16			\$ 434,658.14	\$ 441,587.30
2/15/20	PPEL - Property Tax		\$ 428.91	\$ 7,358.07			\$ 434,658.14	\$ 442,016.21
2/15/20	VPPEL - Property Tax			\$ 7,358.07	\$ 1,741.56		\$ 436,399.70	\$ 443,757.77
2/29/20	VPPEL - Interest			\$ 7,358.07	\$ 965.91		\$ 437,365.61	\$ 444,723.68

**HS PROJECT- MONTHLY DETAIL**

Date	Description	GO BOND CHECKING ACCOUNT (xx151)				GO BOND SAVINGS ACCOUNT (xx227)				TOTAL ALL
		Expenses	Revenue	Transfer	BALANCE	Expenses	Interest	Transfer	BALANCE	
3/8/2017	Initial good faith deposit				65,000.00				-	65,000.00
3/8/2017	wire fee	(5.00)			64,995.00				-	64,995.00
3/29/2017	S&P Global-purch serv	(626.00)			64,369.00				-	64,369.00
3/29/2017	S&P Global-purch serv	(14,000.00)			50,369.00				-	50,369.00
4/13/2017	Struxture-architect fee	(32,344.21)			18,024.79				-	18,024.79
5/1/2017	Original GO Bond wire-BT		6,572,846.90		6,590,871.69				-	6,590,871.69
5/1/2017	transfer to savings			(6,572,841.90)	18,029.79			6,572,841.90	6,572,841.90	6,590,871.69
5/10/2017	Xfer from Savings to Checking			50,000.00	68,029.79			(50,000.00)	6,522,841.90	6,590,871.69
5/1/2017	wire fee	(5.00)			68,024.79				6,522,841.90	6,590,866.69
5/10/2017	trans fee	(250.00)			67,774.79				6,522,841.90	6,590,616.69
5/10/2017	Piper Jaffrey-financial services	(22,000.00)			45,774.79				6,522,841.90	6,568,616.69
5/31/2017	Interest				45,774.79	6,397.72			6,529,239.62	6,575,014.41
5/31/2017	wire fee	(25.00)			45,749.79				6,529,239.62	6,574,989.41
6/15/2017	Xfer from Savings to Checking			192,379.83	238,129.62			(192,379.83)	6,336,859.79	6,574,989.41
6/15/2017	Struxture-architect fee	(188,331.83)			49,797.79				6,336,859.79	6,386,657.58
6/15/2017	Ahlers & Cooney	(448.00)			49,349.79				6,336,859.79	6,386,209.58
6/15/2017	Chosen Valley Testing-soil sampling	(3,250.00)			46,099.79				6,336,859.79	6,382,959.58
6/15/2017	Iowa DNR-storm water permit	(350.00)			45,749.79				6,336,859.79	6,382,609.58
6/30/2017	Interest				45,749.79	6,080.55			6,342,940.34	6,388,690.13
7/30/2017	Interest				45,749.79	6,195.23			6,349,135.57	6,394,885.36
8/10/2017	Xfer from Savings to Checking			87,644.70	133,394.49			(87,644.70)	6,261,490.87	6,394,885.36
8/10/2017	Larson Const.-App #1	(71,186.73)			62,207.76				6,261,490.87	6,323,698.63
8/10/2017	Struxture-architect fee	(996.68)			61,211.08				6,261,490.87	6,322,701.95
8/10/2017	Ahlers & Cooney-bond docs	(15,461.29)			45,749.79				6,261,490.87	6,307,240.66
8/31/2017	Interest				45,749.79	6,140.53			6,267,631.40	6,313,381.19
9/15/2017	Xfer from Savings to Checking			6,485.64	52,235.43			(6,485.64)	6,261,145.76	6,313,381.19
9/15/2017	Struxture-architect fee	(6,485.64)			45,749.79				6,261,145.76	6,306,895.55
9/30/2017	Interest				45,749.79	5,920.73			6,267,066.49	6,312,816.28
10/12/2017	Xfer from Savings to Checking			492,715.22	538,465.01			(492,715.22)	5,774,351.27	6,312,816.28
10/12/2017	Struxture-architect fee	(871.21)			537,593.80				5,774,351.27	6,311,945.07
10/11/2017	Larson Const.-App #2	(430,583.32)			107,010.48				5,774,351.27	5,881,361.75
10/11/2017	Larson Const.-App #3	(62,131.90)			44,878.58				5,774,351.27	5,819,229.85
10/31/2017	Interest				44,878.58	5,795.12			5,780,146.39	5,825,024.97
11/15/2017	Struxture-architect fee	(3,939.97)			40,938.61				5,780,146.39	5,821,085.00
11/15/2017	Xfer from Savings to Checking			152,338.91	193,277.52			(152,338.91)	5,627,807.48	5,821,085.00
11/15/2017	Larson Const.-App#4	(152,338.91)			40,938.61				5,627,807.48	5,668,746.09
11/30/2017	Interest				40,938.61	5,391.43			5,633,198.91	5,674,137.52
12/15/2017	Struxture-architect fee	(9,616.21)			31,322.40				5,633,198.91	5,664,521.31
12/15/2017	Xfer from Savings to Checking			709,922.22	741,244.62			(709,922.22)	4,923,276.69	5,664,521.31
12/15/2017	Larson Const. - App #5	(709,922.22)			31,322.40				4,923,276.69	4,954,599.09
12/31/2017	Interest				31,322.40	5,233.61			4,928,510.30	4,959,832.70
1/15/2018	Struxture-architect fee	(8,976.03)			22,346.37				4,928,510.30	4,950,856.67
1/14/2018	Xfer from Savings to Checking			515,000.00	537,346.37			(515,000.00)	4,413,510.30	4,950,856.67
1/15/2018	Larson Const. App #6	(510,140.77)			27,205.60				4,413,510.30	4,440,715.90
1/31/2018	Interest				27,205.60	4,570.35			4,418,080.65	4,445,286.25
2/13/2018	Xfer from Savings to Checking			172,997.06	200,202.66			(172,997.06)	4,245,083.59	4,445,286.25
2/15/2018	Larson Const. App #7	(171,737.08)			28,465.58				4,245,083.59	4,273,549.17
2/22/2018	Struxture-architect fee	(1,259.98)			27,205.60				4,245,083.59	4,272,289.19
2/28/2018	Interest				27,205.60	3,810.38			4,248,893.97	4,276,099.57
3/15/2018	Xfer from Savings to Checking			233,899.59	261,105.19			(233,899.59)	4,014,994.38	4,276,099.57
3/15/2018	Larson Const. App #8	(233,899.59)			27,205.60				4,014,994.38	4,042,199.98
3/30/2018	Interest				27,205.60	4,068.88			4,019,063.26	4,046,268.86
4/1/2018	ISG (f/ka/ Struxture)	(2,606.48)			24,599.12				4,019,063.26	4,043,662.38
4/13/2018	KCL refund		252.00		24,851.12				4,019,063.26	4,043,914.38
4/6/2018	Xfer from Savings to Checking			431,681.73	456,532.85			(431,681.73)	3,587,381.53	4,043,914.38
4/9/2018	Larson Const. App #9	(431,681.73)			24,851.12				3,587,381.53	3,612,232.65
4/30/2018	Interest				24,851.12	3,458.82			3,590,840.35	3,615,691.47
5/1/2018	Xfer from Savings to Checking			324,371.49	349,222.61			(324,371.49)	3,266,468.86	3,615,691.47
5/15/2018	Larson Const. App #10	(324,371.49)			24,851.12				3,266,468.86	3,291,319.98
5/31/2018	Interest				24,851.12	3,570.03			3,270,038.89	3,294,890.01
6/14/2018	Xfer from Savings to Checking			373,445.81	398,296.93			(373,445.81)	2,896,593.08	3,294,890.01
6/14/2018	Larson Const. App #11	(373,445.81)			24,851.12				2,896,593.08	2,921,444.20
6/14/2018	ISG (f/ka/ Struxture)	(11,193.62)			13,657.50				2,896,593.08	2,910,250.58
6/30/2018	ISG (f/ka/ Struxture)	(5,454.51)			8,202.99				2,896,593.08	2,904,796.07
6/30/2018	Interest				8,202.99	3,670.10			2,900,263.18	2,908,466.17
7/6/2018	Xfer from Savings to Checking			526,267.29	534,470.28			(526,267.29)	2,373,995.89	2,908,466.17
7/6/2018	Larson Const #12	(526,267.29)			8,202.99				2,373,995.89	2,382,198.88
7/31/2018	ISG (f/ka/ Struxture)	(4,994.30)			3,208.69				2,373,995.89	2,377,204.58
7/31/2018	Interest				3,208.69	3,196.36			2,377,192.25	2,380,400.94

**HS PROJECT- MONTHLY DETAIL**

Date	Description	GO BOND CHECKING ACCOUNT (xx151)				GO BOND SAVINGS ACCOUNT (xx227)				TOTAL ALL
		Expenses	Revenue	Transfer	BALANCE	Expenses	Interest	Transfer	BALANCE	
8/1/2018	Xfer from Savings to Checking			4,994.30	8,202.99			(4,994.30)	2,372,197.95	2,380,400.94
8/15/2018	ISG (f/ka/ Struxture)	(9,743.66)			(1,540.67)				2,372,197.95	2,370,657.28
8/15/2018	Larson Const. #13	(283,367.07)			(284,907.74)				2,372,197.95	2,087,290.21
8/15/2018	Xfer from Savings to Checking			293,110.73	8,202.99			(293,110.73)	2,079,087.22	2,087,290.21
8/31/2018	Interest				8,202.99		2,742.61		2,081,829.83	2,090,032.82
9/15/2018	Larson Const. #14	(531,730.32)			(523,527.33)				2,081,829.83	1,558,302.50
9/15/2018	Xfer from Savings to Checking			531,730.32	8,202.99			(531,730.32)	1,550,099.51	1,558,302.50
9/30/2018	Interest				8,202.99		2,094.08		1,552,193.59	1,560,396.58
10/15/2018	Xfer from Savings to Checking			397,135.43	405,338.42			(397,135.43)	1,155,058.16	1,560,396.58
10/15/2018	Larson Const #15	(385,482.97)			19,855.45				1,155,058.16	1,174,913.61
10/15/2018	ISG (f/ka/ Struxture)	(11,652.46)			8,202.99				1,155,058.16	1,163,261.15
10/31/2018	Interest				8,202.99		1,498.14		1,156,556.30	1,164,759.29
11/15/2018	Xfer from Savings to Checking			543,873.23	552,076.22			(543,873.23)	612,683.07	1,164,759.29
11/15/2018	Larson Const #16	(543,873.23)			8,202.99				612,683.07	620,886.06
11/15/2018	ISG (f/ka/ Struxture)	(5,700.85)			2,502.14				612,683.07	615,185.21
11/15/2018	Xfer from Savings to Checking			5,700.85	8,202.99			(5,700.85)	606,982.22	615,185.21
11/30/2018	Interest				8,202.99		860.50		607,842.72	616,045.71
12/7/2018	Xfer from Savings to Checking			34,295.25	42,498.24			(34,295.25)	573,547.47	616,045.71
12/12/2018	Larson Const (extra paving)	(34,295.25)			8,202.99				573,547.47	581,750.46
12/17/2018	Xfer from Savings to Checking			10,750.19	18,953.18			(10,750.19)	562,797.28	581,750.46
12/17/2018	ISG (f/ka/ Struxture)	(10,750.19)			8,202.99				562,797.28	571,000.27
12/17/2018	Xfer from Savings to Checking			142,727.05	150,930.04			(142,727.05)	420,070.23	571,000.27
12/17/2018	Larson Const #17	(142,727.05)			8,202.99				420,070.23	428,273.22
12/31/2018	Interest				8,202.99		627.34		420,697.57	428,900.56
1/9/2019	Larson Const #18	(81,227.15)			(73,024.16)				420,697.57	347,673.41
1/9/2019	Xfer from Savings to Checking			82,262.96	9,238.80			(82,262.96)	338,434.61	347,673.41
1/10/2019	ISG (f/ka/ Struxture)	(1,035.81)			8,202.99				338,434.61	346,637.60
1/31/2019	Interest				8,202.99		449.27		338,883.88	347,086.87
2/28/2019	Interest				8,202.99		379.55		339,263.43	347,466.42
3/31/2019	Interest				8,202.99		420.69		339,684.12	347,887.11
4/11/2019	ISG (f/ka/ Struxture)	(1,921.33)			6,281.66				339,684.12	345,965.78
4/11/2019	Larson Const #19	(225,628.33)			(219,346.67)				339,684.12	120,337.45
4/11/2019	Xfer from Savings to Checking			227,549.66	8,202.99			(227,549.66)	112,134.46	120,337.45
4/30/2019	Interest				8,202.99		226.30		112,360.76	120,563.75
5/9/2019	Int Power & Light Co-energy savings		10,473.00		18,675.99				112,360.76	131,036.75
5/28/2019	JTH Lighting - light color		15,000.00		33,675.99				112,360.76	146,036.75
5/14/2019	ISG (f/ka/ Struxture)	(2,277.82)			31,398.17				112,360.76	143,758.93
5/14/2019	Xfer from Savings to Checking			2,277.82	33,675.99			(2,277.82)	110,082.94	143,758.93
5/31/2019	Interest				33,675.99		137.78		110,220.72	143,896.71
6/12/2019	Ahlers & Cooney-bond docs	(1,000.00)			32,675.99				110,220.72	142,896.71
6/30/2019	Interest				32,675.99		132.26		110,352.98	143,028.97
7/31/2019	Interest				32,675.99		136.84		110,489.82	143,165.81
8/15/2019	Iowa Direct - gym bleacher ADA	(1,800.00)			30,875.99				110,489.82	141,365.81
8/31/2019	Interest				30,875.99		137.01		110,626.83	141,502.82
9/12/2019	Larson Const #20	(103,252.09)			(72,376.10)				110,626.83	38,250.73
9/17/2019	Xfer from Savings to Checking			80,000.00	7,623.90			(80,000.00)	30,626.83	38,250.73
9/30/2019	Interest				7,623.90		85.60		30,712.43	38,336.33
10/31/2019	Interest				7,623.90		32.87		30,745.30	38,369.20
11/15/2019	Xfer from Savings to Checking			20,000.00	27,623.90			(20,000.00)	10,745.30	38,369.20
11/15/2019	Larson Const #21	(25,000.00)			2,623.90				10,745.30	13,369.20
11/15/2019	Interest				2,623.90		19.60		10,764.90	13,388.80
12/31/2019	Interest				2,623.90		10.61		10,775.51	13,399.41
1/12/2020	ISG (f/ka/ Struxture)	(1,848.42)			775.48				10,775.51	11,550.99
1/12/2020	Xfer from Savings to Checking			1,848.42	2,623.90			(1,848.42)	8,927.09	11,550.99
1/31/2020	Interest				2,623.90		8.14		8,935.23	11,559.13
2/19/2020	Reimbursement for cage		5,300.00		7,923.90				8,935.23	16,859.13
2/13/2020	Fangman, Donny	(6,220.95)			1,702.95				8,935.23	10,638.18
2/13/2020	Xfer from Savings to Checking			6,220.95	7,923.90	(6,220.95)			2,714.28	10,638.18
2/29/2020	Interest				7,923.90		4.20		2,718.48	10,642.38

# **Certified Budget compared to Actual Revenues/Expenditures - All Funds**

		FY20 Certified Budget	thru 2/29/2020	over / (under) budget	
Taxes Levied on Property	1	\$ 2,902,298.00	\$ 1,590,782.58		
Utility Replacement Excise Tax	2	\$ 50,845.00	\$ 117,745.73		
Income Surtaxes	3	\$ 140,815.00	\$ 156,600.00		
Tuition\Transportation Received	4	\$ 520,000.00	\$ 296,072.66		
Earnings on Investments	5	\$ 70,600.00	\$ 59,286.62		
Nutrition Program Sales	6	\$ 180,000.00	\$ 108,638.23		
Student Activities and Sales	7	\$ 197,000.00	\$ 153,440.09		
Other Revenues from Local Sources	8	\$ 120,000.00	\$ 71,944.24		
Revenue from Intermediary Sources	9	\$ -	\$ -		
State Foundation Aid	10	\$ 3,835,960.00	\$ 2,285,085.80		
Instructional Support State Aid	11	\$ 14,904.00	\$ -		
Other State Sources	12	\$ 580,000.00	\$ 382,049.14		
Commercial & Industrial State Replacement	13	\$ 21,722.00	\$ 9,473.40		
Title I Grants	14	\$ 59,000.00	\$ 6,223.17		
IDEA and Other Federal Sources	15	\$ 260,000.00	\$ 123,017.82		
Total Revenues	16	\$ 8,953,144.00	\$ 5,360,359.48		
General Long-Term Debt Proceeds	17	\$ -	\$ -		
Transfers In	18	\$ 311,790.00	\$ 220,874.85		
Proceeds of Fixed Asset Dispositions	19	\$ -			
Total Revenues & Other Sources	20	\$ 9,264,934.00	\$ 5,581,234.33		
Beginning Fund Balance	21	\$ 5,975,566.28	\$ 5,975,566.28		
<b>Total Resources</b>	22	\$ 15,240,500.28	\$ 11,556,800.61		
<b>*Instruction</b>	23	\$ 5,352,000.00	\$ 2,510,144.75	\$ (2,841,855.25)	47%
Student Support Services	24	\$ 222,500.00	\$ 97,578.96		
Instructional Staff Support Services	25	\$ 480,000.00	\$ 257,953.06		
General Administration	26	\$ 323,000.00	\$ 163,749.86		
School/Building Administration	27	\$ 410,000.00	\$ 242,454.79		
Business & Central Administration	28	\$ 140,000.00	\$ 79,147.01		
Plant Operation and Maintenance	29	\$ 742,000.00	\$ 370,796.25		
Student Transportation	30	\$ 435,000.00	\$ 272,493.87		
This row is intentionally left blank	31	\$ -	\$ -		
<b>*Total Support Services (lines 24-31)</b>	31A	\$ 2,752,500.00	\$ 1,484,173.80	\$ (1,268,326.20)	54%
<b>*Noninstructional Programs</b>	32	\$ 355,000.00	\$ 203,929.20	\$ (151,070.80)	57%
Facilities Acquisition and Construction	33	\$ 475,000.00	\$ 211,482.99		
Debt Service	34	\$ 666,377.00	\$ 317,083.75		
AEA Support - Direct to AEA	35	\$ 285,596.00	\$ 159,865.80		
<b>*Total Other Expenditures (lines 33-35)</b>	35A	\$ 1,426,973.00	\$ 688,432.54	\$ (738,540.46)	48%
Total Expenditures	36	\$ 9,886,473.00	\$ 4,886,680.29		
Transfers Out	37	\$ 311,790.00	\$ 267,892.53		
Total Expenditures & Other Uses	38	\$ 10,198,263.00	\$ 5,154,572.82		
Ending Fund Balance	39	\$ 5,042,237.28	\$ 6,402,227.79		
<b>Total Requirements</b>	40	\$ 15,240,500.28	\$ 11,556,800.61		

This report shows the district's progress towards staying on budget according to the certified budget published and approved. The expenditures with \* must stay below the budgeted amount to avoid having to revise the budget by May 31st of each fiscal year. Revenues and expenses will continue for the fiscal year until the Certified Annual Report (CAR) is completed in September.

# 2020-2021 School Calendar – Aug. 24 Start

## Summary of Calendar:

(Aug 24 – May 20)

Days/Hrs. in classroom:

1<sup>st</sup> Trimester ..... 57/379

2<sup>nd</sup> Trimester ..... 61/400

3<sup>rd</sup> Trimester ..... 56/371

TOTAL DAYS/HRS : 174/1150

## CALENDAR LEGEND

Start/End of Tri

1:30 Dismissal

PD No School

P/T Conferences

Holidays/ No School

Vacation Days/No School

Comp Day/No School

Teacher Days – 190 Contract Days

174 Student Days

2 Days P/T Days

9 Full Days Professional Development (PD)

5 HOLIDAYS:

Labor Day (9/7)

Thanksgiving Day (11/26)

Christmas (12/25)

New Year's Day (1/1)

Memorial Day (5/31)

Weather Related Make Up

All weather-related days are added to the end and will normally be made up. Under the hours-based

calendar, the Board of Directors reserve the right to determine if students will be required to make up full weather-related days. Teachers will be required to fulfill the 190-day contract.

## Summary

174 student days + 2 P/T = 176 days

1148 hours + 16 = 1164 hours

84 hours beyond requirement

Regular Day: 400 min = 6.66 hrs

Early Out Day: 280 min = 4.66 hrs

School Day Start Time - 8:10 am

School Day End Time - 3:25 pm

Seniors Last Day 5/12/21

Commencement 5/16/21

August 2020					Student Days/Hours	
M	T	W	Th	F		
17	18	19	20	21		
24	25	26	27	28	5	33
31					6	40
September 2020						
	1	2	3	4	10	66
7	8	9	10	11	14	93
14	15	16	17	18	19	126
21	22	23	24	25	24	160
28	29	30			26	173
October 2020						
			1	2	28	186
5	6	7	8	9	33	220
12	13	14	15	16	38	253
19	20	21	22	23	43	286
26	27	28	29	30	47	313
November 2020						
2	3	4	5	6	52	346
9	10	11	12	13	57	379
16	17	18	19	20	62	411
23	24	25	26	27	64	422
30					65	429
December 2020						
	1	2	3	4	69	455
7	8	9	10	11	74	489
14	15	16	17	18	79	522
21	22	23	24	25	81	533
28	29	30	31			
January 2021						
				1		
4	5	6	7	8	86	566
11	12	13	14	15	91	599
18	19	20	21	22	95	626
25	26	27	28	29	100	659
February 2021						
1	2	3	4	5	105	693
8	9	10	11	12	110	726
15	16	17	18	19	115	757
22	23	24	25	26	118	777
March 2021						
1	2	3	4	5	123	811
8	9	10	11	12	128	844
15	16	17	18	19	133	877
22	23	24	25	26	138	910
29	30	31			141	930
April 2021						
			1	2		
5	6	7	8	9	145	957
12	13	14	15	16	150	990
19	20	21	22	23	155	1023
26	27	28	29	30	160	1057
May 2021						
3	4	5	6	7	165	1091
10	11	12	13	14	170	1123
17	18	19	20	21	174	1148
24	25	26	27	28	181	
31						
June 2021						
	1	2	3	4		
7	8	9	10	11		

## 180 Days/1080 Hours Calendar

Aug 17-19 Professional Development

Aug 24 Begin 1<sup>st</sup> Semester

Sept 7 Labor Day (No School)

Sept 28 No School - Professional Development

Sept 30 MS/HS P/T Conferences (4-8 pm)

Oct 7 MS/HS P/T Conferences (4-8 pm)

Oct 26 No School - Professional Development

Nov 13 End 1<sup>st</sup> Trimester (57 days/379 hours)

Nov 16 Start of the 2<sup>nd</sup> Trimester

Nov 17 Early Out - 1:30 pm

Elem P/T Conferences (2-8 pm)

Nov 23 Elementary P/T Conferences (4-8 pm)

Nov 24 Early Out - 1:30 pm PD

Nov 25-27 Thanksgiving Break No School

Jan 22 Early Out - 1:30 pm PD

Dec 23 - Jan 1 Winter Break (No School)

Jan 18 No School - Professional Development

Jan 20 HS/MS P/T Conferences (4-8 pm)

Feb 16 Early Out - 1:30 pm

Elem P/T Conferences (2-8 pm)

Feb 22 Elem P/T Conferences (4-8 pm)

Feb 24 End 2<sup>nd</sup> Trimester (61 days/400 hours)

Feb 25 No School - Professional Development

Feb 26 No School - Vacation Day

Mar 1 Start of the 3<sup>rd</sup> Trimester

Apr 1 No School - Professional Development

Apr 2-5 No School - Vacation Day

May 19 Early Out - Professional Development

May 19 End 3<sup>rd</sup> Trimester (56 days/371 hrs.)

May 20 Professional Development

May 31 Memorial Day



**Recommendation for inclusion in Handbook starting with approval at the March Board meeting**

All graduating seniors that are tied for Top of Class will be recognized at graduation as Top of Class recipients. In the case of a tie for graduating senior Top of Class, the decision on who will be sent in for recognition awards will be determined by rolling a die. Each senior who is tied will roll the die. Whomever has the highest score will have the first pick of the recognition awards. The senior with the next highest score will then pick which award they would prefer. There would then be a new roll of the die to decide on who gets the third award. In the case of more than a two-way tie for the Top of Class, the same procedures will be applied, with the first pick to the highest die, the second pick to the next highest, and third pick to the next highest. If there are two Top of Class seniors who have the same score, they will roll the die again to see which of them will go first. If the seniors agree to an equitable split of recognition before the roll of dice, administration is open to that solution as long as no coercion has been employed.

# POLICY REVIEW

## 2<sup>nd</sup> Reading

\*\*\*\*\*

Current EB policy is marked with changes based on the current IASB policy reference manual

Wording to be removed is ~~crossed out~~

Additions are in **bold and underlined**

Decisions to be made are **highlighted**

Optional wording is in *[italics and brackets]*

\*\*\*\*\*

### Policy Code Signs & Symbols:

- |                 |                                                                                                                                                                                              |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -R              | This symbol following a policy code number indicates the statement is an <u>administrative regulation</u> rather than a board policy                                                         |
| -E              | This symbol following a policy code number indicates the statement is an <u>exhibit</u> rather than a board policy.                                                                          |
| Legal Reference | This sign indicates the legal references. They tell the user where they may find the statutes, case law, attorney general opinions, or administrative rules that give authority to a policy. |
| Cross Reference | Many policies in the manual relate to other policies in the manual. Cross references are provided to assist the user in finding all of the related policies.                                 |

## REGULAR MEETING

The regular meeting time and date will be set by the board at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years.

The regular meetings of the board will be held on the second Wednesday of each month. Meetings will begin promptly at 5:00 p.m. The board will adhere to this meeting date and time unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled in accordance with law and policy. Public notice of the meetings will be given.

***NOTE: The board has the option to include the date and time for the regular meeting in board policy, but is not required to do so. The board must make a decision regarding the information in italicized brackets and either delete this information or update it with the appropriate information.***

Legal Reference: Iowa Code §§ 21.3, .4; 279.1

Cross Reference: 200.1 Organization of the Board of Directors  
210 Board of Directors' Meetings

Approved: June 9, 2004

Reviewed: November 15, 2017; March 11, 2020

Revised:



### SPECIAL MEETING

It may be necessary for the board to conduct a special meeting in addition to the regularly scheduled board meeting. Special meetings may be called by the president of the board or by the board secretary at the request of a majority of the board. Should a special meeting be called, public notice will be given.

If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board will give public notice of the meeting as soon as practical and possible in light of the situation. Emergency meetings will only be held when an issue cannot wait twenty-four hours necessary for a special meeting. The reason for the emergency meeting and why notice in its usual manner could not be given will be stated in the minutes.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The board will strictly adhere to the agenda for the special meeting and action on other issues will be reserved for the next regular or special board meeting.

Legal Reference: Iowa Code §§ 21.3, .4; 279.2  
1980 Op. Att'y Gen. 148.

Cross Reference: 200.1 Organization of the Board of Directors  
210 Board of Directors' Meetings

Approved: June 9, 2004  
Reviewed: July 13, 2015; March 11, 2020  
Revised:

## WORK SESSIONS

The board, as a decision making body, is confronted with a continuing flow of problems, issues and needs which require action. While the board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, the board may schedule work sessions and retreats in order to provide its members and the administration with such opportunities. The board has the authority to hire an outside facilitator to assist them in work sessions.

Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in open session. No board action will take place at the work session.

***NOTE: Work sessions are considered open board meetings for which all of the requirements of the open meetings law apply including the requirement that board minutes be published.***

Legal Reference: Iowa Code §§ 21; 279.8  
1982 Op. Att'y Gen. 162.  
1980 Op. Att'y Gen. 167.  
1976 Op. Att'y Gen. 384, 514, 765.  
1972 Op. Att'y Gen. 158.  
1970 Op. Att'y Gen. 287.

Cross Reference: 210 Board of Directors' Meetings  
211 Open Meetings

Approved: June 9, 2004  
Reviewed: July 13, 2015; March 11, 2020  
Revised:

## RULES OF ORDER

An orderly board meeting allows the board members to participate in the discussion and decision process on an issue confronting the school district. Rules of order for board meetings allow school district business and the relative information concerning the business to be brought to the attention of the board. They also allow the board to discuss, act upon and make a clear record of school district business in a regular, ordered, reasonable and consistent manner.

The board will follow Robert's Rule of Order, Revised, latest edition as modified by this policy and subsequent rule.

The purpose of modified rules adopted by the board are:

- To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
- To organize the meetings so all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner;
- To ensure members of the board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made; and,
- To ensure meetings and actions of the board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

It is the responsibility of each board member to follow the rules of order stated in this policy at each meeting, and it is the responsibility of the presiding officer to conduct the board meeting within these rules.

Legal Reference: Iowa Code §§ 21.2, .7; 279.8

Cross Reference: 210 Board of Directors' Meetings  
210.8 Board Meeting Agenda

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised:

## RULES OF ORDER REGULATION

The following rules of procedure have been adopted by the board at the annual or organizational meeting:

1. Board members need not rise to gain the recognition of the board president.
2. All motions will be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, such as to move into a closed session.
4. All motions shall receive a second, prior to opening the issue for discussion of the board. If a motion does not receive a second, the board president may declare the motion dead for lack of a second.
5. The board president may decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
6. The board president shall rule on all motions that come before the board.
7. The board president may rule on points of order brought before the board.
8. The board president shall have complete authority to recognize a member of the audience regarding a request to participate in the board meeting. Members of the public who wish to participate shall follow board policy.
9. The board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
10. The board president has the same authority and responsibility as each board member to vote on all issues.

Approved: May 12, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised: June 2010

## BOARD MEETING AGENDA

The tentative agenda for each board meeting will state the topics for discussion and action at the board meeting. The agenda is part of the public notice of the board meeting and will be posted and distributed.

Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president. Requests received after the deadline may only be added to the agenda for good cause.

The tentative agenda and supporting documents will be sent to the board members \_\_ days prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the central administration office.

The board will take action only on the items listed on the tentative agenda posted with the public notice. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting will state the reason justifying the immediate action.

It is the responsibility of the board president and superintendent to develop the agenda for each board meeting.

***NOTE: There is no legal requirement for the method used in developing the board agenda. This policy states the common procedure for drafting the board agenda. If a board uses another procedure, it should be reflected in this policy.***

Legal Reference: Iowa Code §§ 21; 279.8

Cross Reference: 210 Board of Directors' Meetings  
211 Open Meetings  
213 Public Participation in Board Meetings  
215 Board of Directors' Records  
402.5 Public Complaints About Employees  
502.4 Student Complaints and Grievances

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised:

## CONSENT AGENDAS

Very often the board must consider agenda items which are noncontroversial or similar in content. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school buildings and grounds, open enrollment requests or approval of various schedules.

In order for a more efficient administration of board meetings, the board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

The superintendent in consultation with the board president and board secretary shall place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one resolution. Items may be removed from the consent agenda at the request of a board member.

Nothing in this policy is to be construed as an attempt to avoid full compliance with laws dealing with open meetings or public notice of the agenda and meeting.

Legal Reference: Iowa Code §§ 21; 279.8

Cross Reference: 210 Board of Directors' Meetings

Approved: February 10, 2010

Reviewed: July 13, 2015; March 11, 2020

Revised:

## CLOSED SESSIONS

Generally, board meetings will be open meetings, unless a closed session or exempt meeting is provided for by law. The board will hold a closed session or exempt meeting in the situations stated below.

### Exceptions to the Open Meetings Law

Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, must vote in favor of the motion on a roll call vote. Closed sessions will be tape recorded and have detailed minutes kept by the board secretary. Final action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the tape recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The tape recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and tapes will be made public after the real estate transaction is completed.

The detailed minutes and tape recording will be sealed and will not be public records open to public inspection. The minutes and tape recording will only be available to board members, or opened upon court order in an action to enforce the requirements of the open meetings law. The board has complete discretion as to whom may be present at a closed session.

Reasons for the board entering into a closed session from an open meeting include, but are not limited to, the following:

1. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the board's possession or receipt of federal funds.
2. To discuss strategy with legal counsel in matters presently in litigation, or where litigation is imminent, if disclosure would be likely to prejudice or disadvantage the board.
3. To discuss whether to conduct a hearing, or conduct a hearing for suspension or expulsion of a student, unless an open meeting is requested by the student or the parent of the student.
4. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
5. To discuss the purchase or sale of particular real estate, but only when premature disclosure could be reasonably expected to increase the price the board would have to pay for the property, or in case of a sale reduce the price the board could receive for the property.

Exemptions to the Open Meetings Law

Board meetings at which a quorum is not present, or gatherings of the board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from an open meeting, be held without taping the gathering or taking minutes, and be held without a vote or motion. The board may also hold an exempt session for the following:

1. negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration;
2. to discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law;
3. to conduct a private hearing relating to the recommended termination of a teacher's contract. The private hearing however, in the teacher's contract termination will be recorded verbatim by a court reporter; and
4. to conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract.

***NOTE: This policy reflects the exceptions and exemptions to the open meeting law. Any deviation from this policy should be addressed to legal counsel prior to action.***

Legal Reference: Iowa Code §§ 20.17; 21; 22.7; 279.15, .16, .24

Cross Reference: 208 Ad Hoc Committees  
211 Open Meetings

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised: January 11, 2012



## PUBLIC HEARINGS

Public hearings may be held on school district matters at the discretion of the board. Public notice of a public hearing will be in the same manner as for a board meeting except that the notice will be given at least ten days before the hearing is to be held unless it is impossible or impractical to do so, or the law requires otherwise.

At public hearings, citizens of the district who register at the door will be allowed to speak on the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The board will conduct public hearings in an orderly fashion. At the beginning of the hearing, statements, background materials and public hearing rules and procedures will be presented by the board president. The board president will recognize the speakers. A board member may ask questions of the speakers after receiving permission from the board president. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board or the proceedings will be asked to leave.

***NOTE: If a board has specific procedures for public hearings, they should be included in this policy.***

Legal Reference: Iowa Code §§ Ch. 21; 26.12; Ch. 24; 279.8, .10; 297.22

Cross Reference: 210 Board of Directors' Meetings  
213 Public Participation in Board Meetings  
601.1 School Calendar  
703.1 Budget Planning

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised:

## BOARD MEETING MINUTES

Since the official minutes of the board are the only legal record, it is important that they be recorded with extreme care and completeness. The board secretary will follow the following guidelines in writing board minutes:

With respect to content, the minutes should show the following:

1. The place, date, and time of each meeting.
2. The type of meeting--regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.
6. The late arrival of members, by name.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the preceding meeting.
9. Complete information as to each subject of the board's deliberation and the action taken.
10. The maker and seconder of the motion, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
11. Complete text of all board resolutions, numbered consecutively for each fiscal year.
12. A record of all contracts entered into, with the contract documents kept in a separate file.
13. A record of all change orders on construction contracts.
14. All employment changes, including resignations or terminations.
15. A record, by number, of the bills of account approved by the board for payment.
16. A record of all calls for bids, bids received, and action taken thereon.
17. Approval of all transfers of funds from one budgetary fund to another.
18. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minute book along with the minutes.
19. Board policy and administrative guides should be made a part of the minutes by exhibit.
20. Adoption of textbooks and establishment of bus routes by the board for the school year as well as the school calendar should become a part of the minutes.

## BOARD MEETING MINUTES

21. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.
22. A record of all delegations appearing before the board and a record of all petitions.
23. At the annual meeting each year the record should indicate that the books of the treasurer and secretary and the Certified Annual Report have been examined and approved subject to audit.
24. The election or appointment of board officers.
25. The appointment of auditors to examine the books.

At the annual or organizational meeting in odd numbered years, the minutes should reflect the following:

26. Appointment of a temporary chairperson if not specified in policy.
27. Oath of office administered to newly elected board members.
28. Nominations taken for the office of president and vice-president.
29. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
30. The resolution to pay bills when the board is not in session.
31. A resolution to automatically disburse payroll along with a roster of all employees under contract.
32. A resolution naming depositories along with the maximum deposit for each depository.
33. Resolution authorizing the use of a check protector and signer and the proper control of the signer.
34. Motion designating a member or a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.

***NOTE: There are no legal requirements for the contents of board minutes other than those stated in the policy. The contents of this exhibit are suggestions and may be amended, altered or deleted. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 14 #2 – June 8, 2001.***

## ASSOCIATION MEMBERSHIP

Participation in board member associations are beneficial to the board. The board will maintain an active membership in the Iowa Association of School Boards and in organizations the board determines will be of benefit to the board and the school district.

Legal Reference: Iowa Code § 279.38

Cross Reference: 216.2 Board of Directors' Member Development and Training

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised:

## BOARD OF DIRECTORS' MEMBER COMPENSATION AND EXPENSES

As an elected public official, the board member is a public servant who serves without compensation. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Prior to reimbursement of actual and necessary expenses, the board member must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a detailed receipt will make the expense nonreimbursable. Personal expenses will be reimbursed by the board member to the school district no later than ten working days following the date of the expense. In exceptional circumstances, the board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

It is the responsibility of the board secretary to compile the expenses of board members and bring them to the board for audit and approval in the same manner as other claims of the school district. It is the responsibility of the board to determine through the audit and approval process of the board whether the expenses incurred by a board member are actual and necessary expenses incurred in the performance of their official duties.

Legal Reference: Iowa Code §§ 68B; 277.27; 279.7A, .8, .32

Cross Reference: 203 Board of Directors' Conflict of Interest  
401.7 Employee Travel Compensation  
401.10 Credit Cards

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised:

## GIFTS TO BOARD OF DIRECTORS

Board members may receive a gift on behalf of the school district. Board members will not, either directly or indirectly, solicit, accept or receive a gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the board member's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to a board member's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the board recipient;
- Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of a board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;

## GIFTS TO BOARD OF DIRECTORS

- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member; or
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, a board member as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of a board member for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the department of general services; or
- A payment made to a board member for services rendered as part of a private business, trade or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a board member but, rather, because of some special expertise or other qualification.

It is the responsibility of each board member to know when it is appropriate to accept or reject gifts or honorariums.

Legal References: Iowa Code ch. 68B (2013).  
1972 Op. Att'y Gen. 276.  
1970 Op. Att'y Gen. 319.

Cross References: 203 Board of Directors' Conflict of Interest  
402.4 Gifts to Employees  
704.4 Gifts - Grants - Bequests

Approved: July 14, 2009

Reviewed: July 13, 2015; March 11, 2020

Revised:

# POLICY REVIEW

## 1<sup>st</sup> Reading

\*\*\*\*\*

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|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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## CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

**OPTION I: (current policy with edits which is also one of the IASB suggested policy options)**

The board will determine the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for classified employees ~~in accordance with the Master Contract.~~

Classified employees who work twelve months a year will be allowed six paid holidays if the holidays fall on a regular working day. The six holidays are New Year's Day, Memorial Day, ~~July 4~~ **Independence Day**, Labor Day, Thanksgiving Day and Christmas Day. Classified employees, whether full-time or part-time, will have time off in concert with the school calendar.

Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation will not be accrued from year to year without a prior arrangement with the superintendent.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacation and personal leave for classified employees.

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20.

Cross Reference: 409.1 Classified Employee Vacations - Holidays - Personal Leave  
601.1 School Calendar

Approved: December 21, 2005 Reviewed : November 9, 2011; November 9, 2016

## CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

**OPTION II: (same policy language as licensed employees)**

The board will refer to the employee handbook for the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for classified employees.

Current handbook language is:

PERSONAL BUSINESS

- A. Two (2) days of personal leave per year may be used for personal business with the approval of the administration. The administration shall be notified at least five (5) school days in advance. One (1) day of personal leave per year may be used for emergency leave purposes. If an employee is unable to comply with the notification provisions set forth in the Article prior to taking an emergency leave day, the administration may require the employee to provide written reasons for taking said leave. In no event will an employee be allowed to take emergency leave without first notifying the administration.
- B. Days may be accumulated up to four (4). No partial days may be accumulated.
- C. Three (3) days of personal leave per year will be allowed for employees who are employed on a twelve-month contract.
- D. Personal leave will be used before an employee may use a deduct in pay.

CLASSIFIED EMPLOYEE VACATIONS AND HOLIDAYS

- A. Full time regular classified employees who have served a full year (12 months) are entitled to two (2) weeks vacation with pay. At the completion of ten (10) years, the following schedule will go into effect.

11 years.....	11 days
12 years.....	12 days
13 years.....	13 days
14 years.....	14 days
15 years.....	15 days

- B. Unused vacation time may be saved from one year to the next and except in cases of emergency, classified employees may not be employed for extra wage during the vacation time.
- C. The classified employee shall have the time of his/her vacation approved by the Superintendent of Schools.
- D. Holiday schedule for classified staff.
  - 1. All classified employees will receive holiday pay regardless of the number of hours they are employed. All holiday pay will be calculated by dividing the number of hours worked per week by five days.  
The following is a list of the seven holidays: Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday and Memorial Day
  - 2. Each classified employee must be scheduled to work the regular workday before the holiday and the first regular work day following the holiday to be eligible for holiday pay.
  - 3. Any classified employee requesting a leave of absence prior to or following a holiday shall use the following procedure.
    - a. If only personal days are used regular holiday pay will be received and
    - b. If more days are used than personal days, the personal days shall be taken first followed by the period of absence without pay and no holiday pay will be received

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20.

Cross Reference: 409.1 Classified Employee Vacations - Holidays - Personal Leave  
601.1 School Calendar

Approved: December 21, 2005 Reviewed : November 9, 2011; November 9, 2016

## CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

**OPTION III: (IASB suggested policy option)**

The board will determine the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for classified employees.

Vacation for full-time regular classified employees who work [insert number] days a year, unless the employee's individual contract indicates otherwise, will be [insert number] days.

The vacation may be taken during the school year provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request to the superintendent, who will determine whether the request will disrupt the operation of the school district. In the case of the superintendent's request, the board will make the determination.

Full-time regular classified employees who work [insert number] days a year will be allowed a maximum of [insert number] days of personal leave to accomplish personal business that cannot be conducted outside the work day. It is within the discretion of the superintendent to grant personal leave. Application for personal leave must be made at least [insert number] school days prior to the requested leave date.

Regular full-time classified employees who work [insert number] days a year will be allowed [insert number] holidays per year. It is within the discretion of the board to set the holidays annually.

Classified employees who work during the school academic year, whether full-time or part-time, will have time off in concert with the school calendar. In addition, such employees may have [insert number] personal leave day to accomplish personal business that cannot be conducted outside the work day. It is within the discretion of the superintendent to grant personal leave.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacations, holidays, and personal leave for licensed employees.

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20.

Cross Reference: 409.1 Classified Employee Vacations - Holidays - Personal Leave  
601.1 School Calendar

Approved: December 21, 2005 Reviewed : November 9, 2011; November 9, 2016

## CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

**OPTION IV: (same policy language as licensed employees with some clarification)**

The board will refer to the employee handbook for the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for classified employees.

Classified employees will be paid only for the hours they would have been scheduled for the day.

**HOLIDAYS:**

- Classified employees who work twelve months a year will be allowed paid holidays plus one floating holiday according to the employee handbook. Refer to the employee handbook for the dates that are designated as receiving holiday pay if the holiday does not fall on a regular working day.
- Classified employees who work during the school year, whether full-time or part-time, will have time off in concert with the school calendar and will be allowed paid holidays according to the employee handbook

**VACATIONS:**

- Classified employees who work twelve months a year and who have served a full year (12 months) are entitled to vacation with pay. Refer to the employee handbook for the number of vacation days.
- Vacation will not be accrued from year to year without a prior arrangement with the superintendent. The arrangement must be in writing, signed by both parties, and submitted to the board secretary.
- Vacation days will not be paid out upon an employee's resignation or termination.

**PERSONAL LEAVE:**

- Personal days will not be paid out upon an employee's resignation or termination.

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20.

Cross Reference: 409.1 Classified Employee Vacations - Holidays - Personal Leave  
601.1 School Calendar

Approved: December 21, 2005 Reviewed : November 9, 2011; November 9, 2016

## CLASSIFIED EMPLOYEE PERSONAL ILLNESS LEAVE

Classified employees shall be granted ten (10) days of sick leave in their first year of employment ~~and progressively increase as described in the Master Contract.~~ **Each year thereafter, one additional day of sick leave will be granted to the employees up to a maximum of fifteen days.** "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee ~~shall~~**will** report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year.

Sick leave may be accumulated up to a maximum of 120 days for classified employees.

Current classified policy is 120 days. Current licensed policy is 125 days.

Should the personal illness occur after or extend beyond the sick leave accumulated allowance, the employee may apply for disability benefits under the group insurance plan. If the employee does not qualify for disability benefits, the employee may request a leave of absence without pay.

Evidence may be required regarding the mental or physical health of the employee **including, but not limited to, confirmation of the following:** ~~when the administration has a concern about the employee's health.~~ Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It ~~shall~~**be is** within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. **When an illness leave will be greater than three consecutive days, the employee will comply with board policy regarding family and medical leave.**

If an employee is eligible to receive workers' compensation benefits, the employee will contact the board secretary to implement these benefits.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding the personal illness leave of such employees shall be followed.

***NOTE: The first paragraph of this policy is a re-statement of Iowa law regarding sick leave for school district employees. School districts that have a different policy need to insert it there. The third paragraph is for those school districts that have a disability benefits plan. School district that do not have a disability benefits plan should remove the paragraph.***

Legal Reference: Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).  
29 U.S.C. §§ 2601 *et seq.*  
29 C.F.R. Pt. 825  
Iowa Code §§ 20; 85.33, .34, .38(3); 279.40.

Cross Reference: 403.2 Employee Injury on the Job  
414.3 Classified Employee Family and Medical Leave  
414.8 Classified Employee Unpaid Leave

Approved December 21, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as 365 days from the date of the first absence. Requests for family and medical leave are made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

**NOTE:** *This policy is consistent with federal law regarding family and medical leave. The links below are to applicable forms on the U.S. Department of Labor Web site.*

Links: [WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition \(PDF\)](#)  
[WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition \(PDF\)](#)  
[WH-381 Notice of Eligibility and Rights & Responsibilities \(PDF\)](#)  
[WH-382 Designation Notice \(PDF\)](#)  
[WH-384 Certification of Qualifying Exigency For Military Family Leave \(PDF\)](#)  
[WH-385 Certification for Serious Injury or Illness of Covered Servicemember -- for Military Family Leave \(PDF\)](#)

Legal Reference: [\*Whitney v. Rural Ind. School. District\*](#), 232 Iowa 61, 4 N.W.2d 394 (1942).  
 29 U.S.C. §§ 2601 *et seq.*  
 29 C.F.R. Pt. 825  
 Iowa Code §§ 20; 85.33, .34, .38(3); 216; 279.40.

Cross Reference: 409.2 Licensed Employee Personal Illness Leave  
 409.3 Licensed Employee Family and Medical Leave  
 409.8 Licensed Employee Unpaid Leave

Approved December 21, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE NOTICE TO EMPLOYEES

This document is available at <https://www.dol.gov/whd/regs/compliance/posters/fmla.htm>

**NOTE: FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post a notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.**

### YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they

have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

#### REASONS FOR TAKING LEAVE:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

#### ADVANCE NOTICE AND MEDICAL CERTIFICATION:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and fitness for duty report to return to work.

#### JOB BENEFITS AND PROTECTION:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

#### UNLAWFUL ACTS BY EMPLOYERS:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

#### ENFORCEMENT:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violation.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law collective bargaining agreement which provides greater family or medical leave rights.

#### FOR ADDITIONAL INFORMATION:

Contact the nearest office of Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division





## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

Date: \_\_\_\_\_

I, \_\_\_\_\_, request family and medical leave for the following reason:

(check all that apply)

- ☐ for the birth of my child;  
☐ for the placement of a child for adoption or foster care;  
☐ to care for my child who has a serious health condition;  
☐ to care for my parent who has a serious health condition;  
☐ to care for my spouse who has a serious health condition; or  
☐ because I am seriously ill and unable to perform the essential functions of my position.  
☐ because of a qualifying exigency arising out of the fact that my \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.  
☐ because I am the \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.

I acknowledge my obligation to provide medical certification of my serious health condition or that of a family member in order to be eligible for family and medical leave within 15 days of the request for certification.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the school district.

I request that my family and medical leave begin on \_\_\_\_\_ and I request leave as follows:  
(check one)

☐ continuous

I anticipate that I will be able to return to work on \_\_\_\_\_.

☐ intermittent leave for the:

- ☐ birth of my child or adoption or foster care placement subject to agreement by the district;  
☐ serious health condition of myself, spouse, parent, or child when medically necessary;  
☐ because of a qualifying exigency arising out of the fact that my \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.  
☐ because I am the \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.

Details of the needed intermittent leave:

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I anticipate returning to work at my regular schedule on \_\_\_\_\_.

\_\_\_\_\_ reduced work schedule for the:

\_\_\_\_\_ birth of my child or adoption or foster care placement subject to agreement by the district;

\_\_\_\_\_ serious health condition of myself, spouse, parent, or child when medically necessary;

\_\_\_\_\_ because of a qualifying exigency arising out of the fact that my \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.

\_\_\_\_\_ because I am the \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent; \_\_\_\_\_ next of kin of a covered service member with a serious injury or illness.

Details of needed reduction in work schedule as follows:

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I anticipate returning to work at my regular schedule on \_\_\_\_\_.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize interruptions to school district operations.

While on family and medical leave, I agree to pay my regular contributions to employer sponsored benefit plans. My contributions will be deducted from moneys owed me during the leave period. If no monies are owed me, I will reimburse the school district by personal check or cash for my contributions. I understand that I may be dropped from the employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the school district for any payment of my contributions with deductions from future monies owed to me or the school district may seek reimbursement of payments of my contributions in court.

I acknowledge that the above information is true to the best of my knowledge.

Signed \_\_\_\_\_

Date \_\_\_\_\_

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

## A. School district notice.

1. The school district will post the notice in Exhibit 414.3E1 regarding family and medical leave.
2. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually. The information will be in the employee handbook.
3. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
  - a. a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement or 26 week entitlement depending on the purpose of the leave;
  - b. a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so or proof of call to active duty in the case of military family and medical leave;
  - c. an explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
  - d. a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.

## B. Eligible employees.

Employees are eligible for family and medical leave if three criteria are met.

1. The school district has more than 50 employees on the payroll at the time leave is requested;
2. The employee has worked for the school district for at least twelve months or 52 weeks (the months and weeks need not be consecutive); and,
3. The employee has worked at least 1,250 hours within the previous year. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

## C. Employee requesting leave -- two types of leave.

## 1. Foreseeable family and medical leave.

- a. Definition - leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
- b. Employee must give at least thirty days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty days after notice was received. For those taking leave due to military family and medical leave, notice should be given as soon as possible.
- c. Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

## 2. Unforeseeable family and medical leave.

- a. Definition - leave is unforeseeable in such situations as emergency medical treatment or premature birth.
- b. Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
- c. A spouse or family member may give the notice if the employee is unable to personally give notice.

## D. Eligible family and medical leave determination. The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship.

## 1. Six purposes.

- a. The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth;
- b. The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement;
- c. To care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition; or
- d. Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.
- e. because of a qualifying exigency arising out of the fact that an employee's \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- f. because the employee is the spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.

## 2. Medical certification.

Shall is used in the licensed FMLA regulation

## a. When required:

- (1) Employees [may/shall] be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job.
- (2) Employees [may/shall] be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.
- (3) Employees [may/shall] be required to present certification of the call to active duty when taking military family and medical leave.

## b. Employee's medical certification responsibilities:

- (1) The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition.
- (2) The school district may require the employee to obtain a second certification by a health care provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis.
- (3) If the second health care provider disagrees with the first health care provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.

- c. Medical certification will be required fifteen days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty days. Recertification must be submitted within fifteen days of the school district's request.
- d. Employees taking military caregiver family and medical leave to care for a family service member cannot be required to obtain a second opinion or to provide recertification.

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification will be denied until such certification is provided.

## E. Entitlement.

- 1. Employees are entitled to twelve weeks unpaid family and medical leave per year. Employees taking military caregiver family and medical leave to care for a family service member are entitled to 26 weeks of unpaid family and medical leave but only in a single 12 month period.

- 2. Year is defined as: *(choose one)*

~~Option I~~ Fiscal year

~~Option II~~ Calendar year

~~Option III~~ School year

~~Option IV~~ Rolling: measured forward from the first day leave is used, or measured backward from the date leave is used.

~~Option V~~ Collective bargaining agreement contract year.

Classified Board Policy 414.3 states 365 days from the date of the first absence. Licensed policy 409.3 states fiscal year.

- 3. If insufficient leave is available, the school district may:
  - a. Deny the leave if entitlement is exhausted
  - b. Award leave available
  - c. *[Award leave in accordance with other provisions of board policy or the collective bargaining agreement.]*

## F. Type of Leave Requested.

- 1. Continuous - employee will not report to work for set number of days or weeks.
- 2. Intermittent - employee requests family and medical leave for separate periods of time.
  - a. Intermittent leave is available for:
    - \_\_\_\_\_ birth of my child or adoption or foster care placement subject to agreement by the district;
    - \_\_\_\_\_ serious health condition of myself, spouse, parent, or child when medically necessary;
    - \_\_\_\_\_ because of a qualifying exigency arising out of the fact that my \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
    - \_\_\_\_\_ because I am the \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent; \_\_\_\_\_ next of kin of a covered service member with a serious injury or illness.
  - b. In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

- c. During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits. *(For instructional employees, see G below.)*
- 3. Reduced work schedule - employee requests a reduction in the employee's regular work schedule.
  - a. Reduced work schedule family and medical leave is available for:
    - \_\_\_\_\_ birth of my child or adoption or foster care placement subject to agreement by the district;
    - \_\_\_\_\_ serious health condition of myself, spouse, parent, or child when medically necessary;
    - \_\_\_\_\_ because of a qualifying exigency arising out of the fact that my \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
    - \_\_\_\_\_ because I am the \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent; \_\_\_\_\_ next of kin of a covered service member with a serious injury or illness.
  - b. In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to minimize disruption to the school district operation.
  - c. During the period of foreseeable reduced work schedule leave, the school district may move the employee to an alternative position with equivalent pay and benefits. *(For instructional employees, see G below.)*

## G. Special Rules for Instructional Employees.

- 1. Definition - an instructional employee is one whose principal function is to teach and instruct students in a class, a small group or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors and special education assistants.
- 2. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule family and medical leave greater than twenty percent of the work days in the leave period may be required to:
  - a. Take leave for the entire period or periods of the planned medical treatment; or,
  - b. Move to an available alternative position, with equivalent pay and benefits, but not necessarily equivalent duties, for which the employee is qualified.
- 3. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter or spring break.
  - a. If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.
  - b. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

- c. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
- 4. The entire period of leave taken under the special rules is credited as family and medical leave. The school district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.

## H. Employee responsibilities while on family and medical leave.

- 1. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless employee elects not to continue the benefits.
- 2. The employee contribution payments will be deducted from any money owed to the employee or the employee will reimburse the school district at a time set by the superintendent.
- 3. An employee who fails to make the health care contribution payments within thirty days after they are due will be notified that their coverage may be canceled if payment is not received within an additional 15 days.
- 4. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty days and return the certification within fifteen days of the request.
- 5. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two weeks prior to the conclusion of the family and medical leave.
- 6. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.

## I. Use of paid leave for family and medical leave.

Option I:

~~An employee may substitute unpaid family and medical leave with appropriate paid leave available to the employee under board policy, individual contracts or the collective bargaining agreement. Paid leave includes, but is not limited to, sick leave, family illness leave, vacation, personal leave, bereavement leave and professional leave. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.~~

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

Option II is used in the Licensed FMLA regulation and is in the current Classified FMLA regulation.

Option II:

1. An employee may substitute unpaid family and medical leave for the serious health condition of the employee with paid sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the serious health condition of the employee is unpaid.
2. An employee may substitute unpaid family and medical leave for the serious health condition of an employee's family member or to care for a family service member with paid sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the serious health condition of an employee's family member is unpaid.
3. An employee may substitute unpaid family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth with sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth is unpaid.
4. An employee may substitute unpaid family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for that child prior to the first anniversary of the child's placement or adoption with sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for the child prior to the first anniversary of the child's placement or adoption is unpaid.
5. An employee may substitute unpaid family and medical leave when a family service member is called to active duty or on call to active duty with sick, vacation and personal leave. Upon expiration of the paid leave, the leave is unpaid.
6. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

Option III:

- ~~1. An employee may substitute unpaid family and medical leave for the serious health condition of the employee with paid sick leave. Upon the expiration of paid leave, the family and medical leave for the serious health condition of the employee is unpaid.~~
- ~~2. An employee may substitute unpaid family and medical leave for the serious health condition of an employee's family member with paid sick leave or to care for a family service member. Upon the expiration of paid leave, the family and medical leave for the serious health condition of an employee's family member is unpaid.~~
- ~~3. An employee may substitute unpaid family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth with sick and vacation leave. Upon the expiration of paid leave, the family and medical leave for the~~



## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

~~birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth is unpaid.~~

- ~~4. An employee may substitute unpaid family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for that child prior to the first anniversary of the child's placement or adoption with sick and vacation leave. Upon the expiration of paid leave, the family and medical leave for prior to the first anniversary of the placement of a child with the employee for adoption or foster care is unpaid.~~
- ~~5. An employee may substitute unpaid family and medical leave when a family service member is called to active duty or on call to active duty with sick and vacation leave. Upon expiration of the paid leave, the leave is unpaid.~~
- ~~6. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.~~

### Option IV:

- ~~1. Family and medical leave is unpaid.~~

*Intentionally left blank for notes.*

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Active Duty - duty under a call or order to active duty under a provision of law referring to in section 101(a)(13) of title 10, U.S. Code.

Common Law Marriage - according to Iowa law, common law marriages exist when there is a present intent by the two parties to be married, continuous cohabitation, and a public declaration that the parties are husband and wife. There is no time factor that needs to be met in order for there to be a common law marriage.

Contingency Operation - has the same meaning given such term in section 101(a)(13) of title 10, U.S. Code.

Continuing Treatment - a serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
  - treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or in referral by, a health care provider; or
  - treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a the health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
  - requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
  - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Covered Servicemember - a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Eligible Employee - the district has more than 50 employees on the payroll at the time leave is requested. The employee has worked for the district for at least twelve months and has worked at least 1250 hours within the previous year.

Essential Functions of the Job - those functions which are fundamental to the performance of the job. It does not include marginal functions.

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Employment Benefits - all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an "employee benefit plan."

Family Member - individuals who meet the definition of son, daughter, spouse or parent.

Group Health Plan - any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employer's employees, former employees, or the families of such employees or former employees.

Health Care Provider-

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and
- Nurse practitioners and nurse-midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts;
- Any health care provider from whom an employer or a group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits;
- A health care provider as defined above who practices in a country other than the United States who is licensed to practice in accordance with the laws and regulations of that country.

In Loco Parentis - individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibility for an employee when the employee was a child.

Incapable of Self-Care - that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" or "ADLs." Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

Instructional Employee - an employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

Intermittent Leave - leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave or periods from an hour or more to several weeks.

Medically Necessary - certification for medical necessity is the same as certification for serious health condition.

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

"Needed to Care For" - the medical certification that an employee is "needed to care for" a family member encompasses both physical and psychological care. For example, where, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport himself or herself to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care.

Next of Kin - an individual's nearest blood relative

Outpatient Status - the status of a member of the Armed Forces assigned to –

- either a military medical treatment facility as an outpatient; or
- a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Parent - a biological parent or an individual who stands in loco parentis to a child or stood in loco parentis to an employee when the employee was a child. Parent does not include parent-in-law.

Physical or Mental Disability - a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Reduced Leave Schedule - a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

Serious Health Condition -

- An illness, injury, impairment, or physical or mental condition that involves:
- Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from), or any subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:
  - A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves:
    - Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders or, or on referral by, a health care provider; or
    - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
  - Any period of incapacity due to pregnancy or for prenatal care.
  - Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
    - Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
    - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
    - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
- Treatment for purposes of this definition includes, but is not limited to, examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations. Under this definition, a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
- Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.
- Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.
- Absence attributable to incapacity under this definition qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

Serious Injury or Illness - an injury or illness incurred by a member of the Armed forces, including the National Guard or Reserves in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Son or daughter - a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis. The child must be under age 18 or, if over 18, incapable of self-care because of a mental or physical disability.

Spouse - a husband or wife recognized by Iowa law including common law marriages.

## CLASSIFIED EMPLOYEE BEREAVEMENT LEAVE

~~The requirements stated in the Master Contract between employees in that collective bargaining unit and the board regarding the bereavement leave of such employees shall be followed.~~

In the event of a death of a member of a classified employee's immediate family, bereavement leave may be granted. Bereavement leave granted may be for a maximum of six (6) days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family includes *[child, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, or grandparents of the employee or any member of the immediate household or personal friend or relative not listed above]*.

A maximum of [insert number] day of bereavement leave per year will be granted for the death of a close friend or other relative not listed above.

It is within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

***NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).***

Licensed Bereavement Leave policy states "the board will refer to the employee handbook regarding licensed employee bereavement leave" which is:

The district understands that employees may need time off to mourn the loss of a family member or close friend.

- A. In the event of a death in the immediate family, personnel shall not have deductions made from their salaries until such absence exceeds six (6) school days for each death. Paid leave for bereavement is generally not intended for use outside of the normal mourning period. To delay use of allowed bereavement leave for related purposes, notification must be made to the building principal within the bereavement period.
- B. Immediate family is taken to mean father, mother, brother, sister, husband, wife, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents or grandchildren.
- C. Two (2) additional days shall be allowed for the attendance at a funeral of a relative other than listed above, or the funeral of a very close friend.
- D. If an extended bereavement is needed the employee may use up to ten (10) of their personal illness or injury days toward said bereavement. For each day used, two (2) personal illness and injury days will be deducted up to the maximum of ten (10) personal illness and injury days.

Legal Reference: Iowa Code §§ 20; 279.8.

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved December 21, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_

## CLASSIFIED EMPLOYEE POLITICAL LEAVE

~~The requirements stated in the Master Contract between employees in that collective bargaining unit and the board regarding political leave of such employees shall be followed.~~

The board will provide a leave of absence to classified employees to run for elective public office. The superintendent will grant a classified employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The classified employee will be entitled to one period of leave to run for the elective public office, and the leave may commence any time within thirty days of a contested primary, special, or general election and continue until the day following the election.

The request for leave must be in writing to the superintendent at least thirty days prior to the starting date of the requested leave.

***NOTE: Iowa law gives employees a right to political leave to run for public office. This policy reflects the law.***

Legal Reference: Iowa Code ch. 55

Cross Reference: 401.9 Employee Political Activity  
414 Classified Employee Vacations and Leaves of Absence

Approved December 21, 2005 Reviewed November 9, 2016 Revised

## CLASSIFIED EMPLOYEE JURY DUTY

~~The requirements stated in the Master Contract between employees in that collective bargaining unit and the board regarding jury duty of such employees shall be followed.~~

The board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service will notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Classified employees will receive their regular salary. Any payment for jury duty is turned over to the school district.

***NOTE: This policy reflects the practice that the employee sign over checks received for jury duty to the school district. School districts which let employees keep their checks but then deduct the amount from the employee's salary, should reflect that practice in the third paragraph.***

Usually the employee receives payment from the court for per diem and mileage. The employee then submits payment to the district for per diem only.

Legal Reference: Iowa Code §§ 20.9; 607A.

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_



## CLASSIFIED EMPLOYEE MILITARY SERVICE LEAVE

The board recognizes classified employees may be called to participate in the armed forces, including the National Guard. If a classified employee is called to serve in the armed forces, the employee shall have a leave of absence for military service until the military service is completed.

The leave ~~shall be~~ is without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

**Note: This policy reflects Iowa law.**

Legal Reference: Bewley v. Villisca Community School District, 299 N.W. 2<sup>nd</sup> 904 (Iowa 1980).  
Iowa Code §§ 20; 19A.28.

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved December 21, 2005 Reviewed November 9, 2016 Revised

## CLASSIFIED EMPLOYEE UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies. Unpaid leave for classified employees must be authorized by the superintendent. Whenever possible, classified employees will make a written request for unpaid leave ten days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the superintendent.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence and other factors the superintendent believes are relevant in making this determination.

If unpaid leave is granted, the duration of the leave period is coordinated with the scheduling of the education program whenever possible, to minimize the disruption of the education program and school district operations.

*The next 5 paragraphs are in the employee handbook:*

~~Absence without pay may be authorized by the school administration for purposes that he/she considers urgent and necessary. For such absences, deductions from the employee's salary will be made in accordance with the school district's pay deduction regulations.~~

~~The employee shall make application for authorization at least ten (10) days in advance of the occurrence, or if advance application is not possible, not later than the day after the occurrence. Length of service, previous record of absence, other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization.~~

~~Involuntary absence not heretofore provided for may be excused by the Superintendent of Schools. The employee shall make application to the Superintendent of Schools immediately for excuse for such absence, and deductions in salary shall be made unless the superintendent specifically waives such deduction.~~

~~Other absences than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient ground for dismissal.~~

~~Under no circumstances shall a classified employee employ his/her own substitute and contract with that substitute for payment of the substitutes' salary.~~

*This is not included in the employee handbook, but is in original board policy:*

~~Absence without pay requests during the first two weeks of school (ten working days) and the last two weeks of school (ten working days) will not be granted. The superintendent or his/her designee may make an exception and grant permission for an absence without pay for this period of times for reasons acceptable to the superintendent.~~

Legal Reference: Iowa Code Sect. 20.9; 279.8

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved December 21, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_

## CLASSIFIED EMPLOYEE PROFESSIONAL PURPOSES LEAVE

Professional purposes leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the superintendent five (5) working days prior to the meeting or conference.

It is within the discretion of the superintendent to grant professional purposes leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operations, or for other reasons deemed relevant by the superintendent.

Legal Reference: Iowa Code § 279.8.  
281 I.A.C. 12.7.

Cross Reference: 411 Classified Employees - General  
408.1 Classified Employee Professional Development

Approved December 21, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_